

**SPECIFICATIONS AND BID FORMS FOR  
WESTON SCHOOL DISTRICT ELEVATOR REPAIR AND MAINTENANCE  
PROPOSAL**

**MANDATORY WALK-THRU, WEDNESDAY, April 24, AT 10:30 A.M. AT  
CENTRAL OFFICE ANNEX, 24 SCHOOL RD., WESTON, CT 06883**

**BID: # 19-004 BOE**

**Due on or before** 12:00 P.M. ON MONDAY, MAY 6, 2019 at the:

**CENTRAL OFFICE  
WESTON BOARD OF EDUCATION  
24 SCHOOL ROAD  
WESTON, CONNECTICUT 06883  
203 221-6559/FAX 203 221-1420**

Sealed bids will be received by the Andrew Galli for the Board of Education of the Town of Weston, Connecticut, until 12:00P.M.on, Monday, May 6, 2019 at which time bids for WESTON SCHOOL DISTRICT ELEVATOR MAINTENANCE, REPAIRS, AND EMERGENCY SERVICES are due. Each bid must be clearly marked: BID #19-004 BOE.

All bids must be submitted on the forms provided and shall include all firm names, signatures, addresses, and other information required. Each bid must be signed by an authorized representative of the company, placed in a sealed envelope, and identified as a bid giving the name of the company and the bid number and filed with the school district's business office no later than the date and time specified.

The Weston Board of Education reserves the right to accept or reject any and/or all bids. The Weston Board of Education shall be under no obligation to accept the lowest financial bid if it is deemed in the best interest of the school system.

The Weston Board of Education may make such investigations as it deems necessary to determine the ability of a Bidder to perform the work. The Bidder shall furnish all information and data for this purpose as the Weston Board of Education may request. The Weston Board of Education reserves the right to reject any bid if evidence submitted by the Bidder or investigation of the Bidder fails to satisfy the Board that the Bidder is properly qualified to carry out the obligations of a contract resulting from this bid. Bidder is also requested to provide an audited statement of the financial conditions of the company.

No bidder may withdraw his bid for a period of forty-five days after the opening date.

The bidder is to clearly state in the bid exactly what is intended to be furnished and is to furnish with the bid an illustration or other descriptive material that will clearly indicate what will be furnished. Samples are to be submitted upon request.

Any alleged oral agreement or arrangement made by a bidder or contractor with any agency or any employee of the Weston Board of Education will be disregarded.

**RETURN ONE COPY OF BID  
DO NOT FAX BID**

**SPECIFICATIONS AND BID FORMS**

**FOR: WESTON SCHOOL DISTRICT ELEVATOR MAINTENANCE, REPAIRS, AND EMERGENCY SERVICES**

The Director of Finance and Operations reserves the right to award by item, or part thereof, groups of items, or parts thereof, or all items of the bid, and to award contracts to one or more bidders submitting identical proposals as to prices; to reject any and all bids in whole or in part; to waive technical defects, irregularities, and omissions if, in his judgment, the best interest of the Board will be served.

The Weston Board of Education reserves the sole and absolute right to reject any proposal offering services which, in its opinion, does not meet the standard of quality established by these specifications.

The Board of Education of the Town of Weston is exempt from the payment of taxes imposed by the Federal Government and/or the State of Connecticut, including the Federal Transportation Tax. Such taxes should not be included in any bid price involving the payment of funds from the district.

The contractor must protect all floors, furniture, cabinets, etc., from injury or other damage. Any damage so caused must be repaired by the contractor at its own expense. At the completion of the work, the contractor must remove from the premises all surplus materials and all debris resulting from the work. Furthermore, the premises must be left in a clean and finished condition acceptable to the owner or its agent.

Work shall be done as specified by the ordering agency during normal business hours.

All contractors and vendors will be required to comply with all provisions of the Civil Rights Act of 1964, Executive Order 11246 of September 24, 1965, the Connecticut Fair Employment Practices Act and all of the rules, regulations, and relevant orders of the Secretary of Labor (or other authorized agent or agency), as amended.

In accordance with Public Act No. 366, the Contractor and each subcontractor shall agree and warrant that in the performance of this contract, it will not discriminate or permit discrimination against any person or group of persons on the grounds of race, sex, color, religion or national origin, in any manner prohibited by municipal, state or federal law.

All equipment furnished and work performed must meet Federal OSHA (Occupational Safety and Health Act) and CSA (Construction Safety Act) standards as amended.

The bidder is assumed to have made himself familiar with all Federal and State Laws and all local bylaws, ordinances, and regulations which in any manner affect those engaged or employed on the work, or the materials or equipment used in the work, or in any way affect the conduct of the work, and no pleas of misunderstanding will be considered on account of ignorance thereof.

**SPECIFICATIONS AND BID FORMS**

**FOR: WESTON SCHOOL DISTRICT ELEVATOR MAINTENANCE, REPAIRS, AND EMERGENCY SERVICES**

If bidder shall discover any provisions in the Bid Specifications which are in conflict with any such law, bylaw or ordinance or regulation, he shall forthwith report it to the Owner's Representative in writing at once.

Specifications, instructions, and bid forms may be obtained at the Business Office, Weston Board of Education.

Amendments to or withdrawals of bids received later than the time and date set for bid opening will not be considered.

Bids must be submitted on proposal schedule forms attached hereto. Bids received later than the time and date specified will not be considered.

**FOR: WESTON SCHOOL DISTRICT ELEVATOR MAINTENANCE, REPAIRS, AND EMERGENCY SERVICES**

**Additional specifications for construction or service contracts:**

1. All bidders must comply with all applicable federal, state, and local laws, rules and regulations of all authorities having jurisdiction over the work in the locality of the project, including but not limited to state wage rates as applicable.
2. The contractor shall carry Worker's Compensation Insurance in accordance with the laws of the State of Connecticut, and all other applicable laws and regulations, for all of his employees engaged in work under the contract. If any work is sublet, the contractor shall require the subcontractor to provide Worker's Compensation Insurance for all of the latter's employees engaged in such work unless such employees are covered by the protection afforded by the contractor's Worker's Compensation Insurance and the certificate of insurance furnished by the contractor so stipulates.
3. The contractor shall purchase from and maintain, for the life of the contract, in a company or companies with an A.M. Best rating of A- (VII) or better. Such insurance will protect the Town of Weston from claims set forth below which may arise out of or result from the contractor's obligation under this agreement, whether such obligations are the contractor or by a subcontractor or any person or entity directly or indirectly employed by said contractor or by anyone for whose acts said contractor may be liable.
  - A. Workers Compensation:

The contractor shall provide workers compensation insurance required by law with employers liability limits for at least the amounts of liability for bodily injury by accident of \$ 500,000 each accident and bodily injury by disease of \$500,000 including a waiver of subrogation.
  - B. Commercial General Liability Insurance:

The contractor shall provide commercial general liability insurance policy with an edition date of 1986 or later including products and completed operations. Limits should be at least: Bodily injury & property damage with an occurrence limit of \$1,000,000; Personal & advertising injury limit of \$1,000,000 per occurrence; General aggregate limit of \$2,000,000 (other than products and completed operations); Products and completed operations aggregate limit of \$2,000,000.

    - The policy shall name the Town of Weston and the Weston Board of Education as an additional insured and include ISO Form CG 2010 (07/04) and CG 2037 (07/04).
    - Such coverage will be provided on an occurrence basis and will be primary and shall not contribute in any way to any insurance or self-insured retention carried by the Town.
    - The policy shall contain a waiver of liability in favor of the Town.
    - Such coverage shall contain a broad form contractual liability endorsement or wording within the policy form.
    - A per project aggregate limit of liability endorsement shall apply for any construction contract.
    - Deductible and self-insured retentions shall be declared and are subject to the approval of the Town.
  - C. Commercial Automobile Insurance:

The contractor shall provide commercial automobile insurance for any owned autos (symbol 1 or equivalent) in the amount of \$1,000,000 each accident covering bodily injury and property damage

on a combined single limit basis. Such coverage shall also include hired and non-owned automobile coverage.

**D. Umbrella Liability Insurance:**

The contractor shall provide an umbrella liability policy in excess (without restriction or limitation) of those limits described in items (A) through (C). Such policy shall contain limits of liability in the amount of \$5,000,000 each occurrence and \$5,000,000 in the aggregate.

As to the insurance required, the insurer(s) and/or their authorized agents shall provide the Town with certificates of insurance prior to execution of the agreement by the Town, describing the coverage. The insurer shall give 30 days notice of cancellation or non-renewal.

Contract should also include an indemnity agreement and duty to defend.

4. The contractor shall make all needed repairs in the work covered by the contract, due to defective workmanship or materials, during a period of one year after the date of completion of the work by the contractor. During this period of one year, the contractor agrees that the Board of Education may retain from the monies payable to him the sum of 5% of the total amount of the contract. In lieu of the retained 5%, the contractor may choose to furnish a guarantee bond for the equivalent amount. The Board of Education may expend the same or as much thereof as may be required in making the aforesaid repairs to the satisfaction of the Board of Education, if within 10 days after the mailing or delivery of a notice in writing by the Board of Education to the contractor, he shall fail to make the aforesaid repairs; provided, however, that in case of an emergency where, in the opinion of the Board of Education, delay would cause serious loss or damage, the Board of Education may make repairs without previous notice and at the expense of the contractor. At the end of this one-year period, the balance of the retained 5% shall be paid or the bond returned to the contractor, provided all of the terms of the contract shall have been fulfilled. When required by the Director of Finance and Operations for the Board of Education, the Contractor shall furnish satisfactory evidence that he has satisfied all just claims for labor performed or materials furnished for or in the use of the work herein specified; in the absence of such evidence, the Director of Finance and Operations for the Board of Education shall have the right to retain sufficient funds to pay all just claims.

**BID SHEET**

DELIVERY BEFORE : \_\_\_\_\_

PRICES WILL HOLD UNTIL: \_\_\_\_\_

BIDDER NAME : \_\_\_\_\_

BIDDER ADDRESS : \_\_\_\_\_

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**RETURN ONE COPY OF BID**

**DO NOT FAX BID**

**BID ENVELOPE MUST BE MARKED WITH BID NUMBER.**

**WESTON PUBLIC SCHOOLS  
WESTON SCHOOL DISTRICT ELEVATOR MAINTENANCE, REPAIRS, AND EMERGENCY SERVICES**

**Scope of Work**

1. Intent: It is the intent of the Weston Public Schools to secure a qualified Contractor to provide preventive maintenance, repairs and emergency service to elevators as indicated in the following specifications. The contract shall be awarded in total to one contractor for all elevators. Weston Public Schools reserves the right to award the contract for full maintenance, regular maintenance listed or any combination of the two, or not to make an award for individual elevators.

2. Compliance with Laws and Building Codes: Contractor shall comply with all applicable State and local laws, ordinances, regulations, and Building and Construction codes. Contractor shall pay all permits and licenses, inspection fees and charges associated with the performance of the work and related state inspections. During any work at any time on School property, contractors' personnel shall wear the appropriate protective equipment and gear.

3. Regular Maintenance and Full Maintenance: Weston Public Schools is requesting monthly prices for a regular maintenance contract and full maintenance contract. Regular maintenance shall include all cleaners, oils, lubricants and supplies needed to perform service and maintenance at the intervals specified. All repairs and parts shall be additional costs. Full maintenance shall include all cleaners, oils, lubricants and supplies needed to perform service and maintenance at the intervals specified and complete all required recurring inspections and tests. Repairs and parts shall be covered at no additional costs except the specifically excluded contract items.

4. Excluded Contract Items: The following items are not considered part of the contract and are specifically excluded for replacement or repair. These items shall be considered extra and will be billed separately if performed by the Contractor for both regular and full maintenance contracts. Refinishing, or replacement of the car enclosure, car doors, hoistway enclosure, hoistway door panels, frames and sills, car flooring or covering, light fixtures and lamps, main power switches, breakers and feeders to controller, underground and/or buried piping and jack casing, emergency power plant and associated contactors, emergency car light and battery, smoke and fire sensors with related control equipment not specifically part of elevator controls.

5. Elevator Repair, Service and Maintenance Specifications: Contractor shall perform all work as outlined in the A.N.S.I. A17.1 Code for Elevators current edition. Contractor shall perform the work outlined herein and maintain the entire elevator equipment described, using trained and licensed personnel directly employed and supervised by the Contractor. They will be qualified to keep the equipment properly adjusted and Contractor will use all reasonable care to maintain equipment in safe and proper operating condition. Work shall include, but not limited to; examinations and preventative maintenance procedures, emergency call back service, maintenance of complete records, cleaning,

lubrication, testing, adjusting, repairing, furnishing of replacement parts, including spares, furnishing of all equipment for recurring state inspection and testing as required by applicable codes. Contractor shall maintain the efficiency, safety and speeds as designated by manufacturers of the equipment at all times, including acceleration, retardation, contact speed in feet per minute, with or without full load, and floor-to-floor, door opening and closing time. Contractor shall perform all necessary examinations, adjustments and work necessary to initially adjust and maintain elevators, adjust and replace all safety devices including governors whenever necessary to insure maintenance of adequate safety factor in accordance with these specifications. The preventative maintenance program shall include painting, excluding car interior, cleaning, lubricating, adjusting, calibrating, repairing, furnishing and replacing of parts and equipment, and the furnishing of all equipment necessary in the performance thereof, all as required in these specifications. The Contractor shall provide and keep current an annual detailed maintenance check-chart posted in the elevator machine room of the building, on which entries shall be made to indicate the status of all servicing and maintenance work performed, (including the required bi-monthly service calls), and shall indicate the date the work was performed. These maintenance check-charts become the property of Weston Public Schools and will annually be given to the Lead Maintenance Supervisor for their permanent retention.

6. Service Intervals: The successful bidder will be required to perform regular preventive maintenance at various time intervals as outlined below. The Contractors monthly bid price shall be all inclusive of the work required below.

**Bi-Monthly Inspection and Maintenance:**

On a bi-monthly basis, one half of all elevators listed below shall be serviced each month, Contractor will examine, clean, and lubricate elevator parts, including oiling machinery, motor, interlocks, and controller, greasing or oiling guides, and minor adjustments as reasonably necessary at the time of maintenance. All hydraulic oil and gear oil shall be included as part of this maintenance. Contractor will provide all labor, lubricants, wiping cloths and other materials necessary to perform this work and properly maintain the equipment.

**Semi-Annual Inspection and Maintenance:**

The following items must be inspected, cleaned, or adjusted as necessary every six (6) months.

- 1.) All valves including relief valves, pilot, lowering, leveling and check valves or any parts thereof.
- 2.) V-belts, strainers, springs and gaskets.
- 3.) Controller relays, solid state control components, contacts, coils, timers, magnet frames and controller wiring, traveling cable and components for entire operating circuit.
- 4.) Plunger, guide bearings, packing, and packing gland.
- 5.) Guide rails and shoes.



### **Annual Testing, Inspection and Maintenance:**

Annual safety testing including pressure test shall be in accordance with A.N.S.I. A-17.1 Safety Code Regulations.

7. Safety Tests and Inspections: The Contractor shall make safety tests on all (including but not limited to) safety devices, governors and relief valves, as required. Test shall be conducted as described in the latest American Standards Association Inspection Manual in the presence of the appropriate representative or his authorized agent. The Contractor shall promptly correct any defects that may be found in testing and examining the safety devices. A written report of such tests shall be submitted to the Lead Maintenance Supervisor, within 15 days after each test is complete.

8. Working Hours and Response Time: All work is to be performed Monday through Friday, 8:00 a.m. to 5:00 p.m., except for designated holidays. All requests for service or scheduling of repairs must be made during this time period. Contractor shall respond and confirm the service call within 1 hour and arrive on site within two hours. Trapped passenger call-backs shall be answered within thirty (30) minutes and arrive on site within 1 hour. Elevator shutdowns less than 2 hours in duration are to be scheduled a minimum 48 hours in advance. Elevator shutdowns greater than 2 hours in duration are to be scheduled a minimum 96 hours in advance. Contractor will perform all repair work in a manner that will cause the least interference with operation of the facility unless otherwise agreed upon between Weston Public Schools and Contractor.

### 9. Emergency Calls and Call Backs and Hourly Rates:

Regular Maintenance: Under the regular maintenance contract, up to twelve (12) emergency service calls and callbacks shall be included and covered during normal working hours.

Full Maintenance: Under the full maintenance contract, ALL emergency service calls and callbacks shall be included and covered during normal working hours. If the Board requests service outside the normal working hours, the Contractor shall only invoice the difference between the normal hourly rate and the overtime rate.

Hourly Rate: The hourly rate shall begin and end at the site where service is requested (it is not portal to portal.) No separate charges shall be allowed for travel time. The Contractor shall be paid a minimum call out of two hours per call. After the two hours, the Contractor shall bill in 15 minute increments. For example, if the service call is 2 hours 10 minutes, the Contractor shall be paid for 2-1/4 hours. Contractor is to adjust their hourly rate to account for travel expenses should travel expenses normally be a component of contractors billed costs.

The hourly rate shall be used for repairs required under the regular maintenance, or for excluded contract repair items or for work on an elevator where there is no maintenance agreement. For the purposes of bid award determination, the OWNER estimates there will be twenty (20) hours of hourly rate service required during the contract year.

10. Responsibility: The Contractor agrees to accept full responsibility for the elevators and all elevator equipment, as they exist on the effective date of this agreement, and to leave them in a first-class operating condition on the termination date.

11. Scheduling: Scheduling of work will be done through the Lead Maintenance Supervisor. Any needed repairs, which are outside of the maintenance service, require approval of the Director of Finance & Operations. Interruptions in elevator service must be kept to a minimum during regular working hours. When service is to be interrupted for more than one day the Contractor may be asked to schedule any additional work outside the normal work hours.

12. Elevator Phones: Contractor shall be responsible for the operation and maintenance of all current elevator phones. At every bi-monthly service visit, the Contractor will test the elevator emergency telephone to verify they are in working order. If the telephone is found to be non-functioning, the Contractor will report this to the Lead Maintenance Supervisor. Any battery changes needed or other corrective work necessary to allow the phone to function are also the Contractor's responsibility. Weston Public Schools will be responsible to supply and maintain the necessary phone line to the elevator equipment room and a jack if needed in the equipment room.

13. Materials, Parts and Workmanship: All materials and parts used under this Contract shall be elevator manufacturer's new parts or parts of equal and excellent quality. In the event that new parts are not available, Contractor must have the approval of the owner before using remanufactured or used parts. All elevators shall be maintained in first class operative condition.

14. Disposal of Used/Hazardous Materials: It is the responsibility of the Contractor to remove and dispose of any used oil, filters, parts or hazardous materials from school system properties in accordance with any State or Federal laws or regulations.

15. Contractor Performance: Weston Public Schools shall require a full month credit for any month in which the Contractor does not perform the required bi-monthly elevator preventative maintenance service visit. Additionally, services not performed in any month may not be carried forward and/or made up and be performed in the following month. Contractors are advised to plan scheduling towards the beginning of the month instead of at the end of the month to alleviate any unforeseen scheduling problems. If during the term of the contract the Contractor repeatedly fails to provide the level of service specific or fails to comply with the terms and conditions of the bid, owner shall have the right to terminate the contract.

16. Contract Term and Contract Adjustments: The term of this contract shall be for a period of one (1) year beginning from date of award. The Owner reserves the right to extend this contract by mutual consent of the owner and successful bidder at the same terms and conditions up to an additional five (5) additional one-year terms.

17. Proposal Sheet: Contractor is requested to provide pricing per month to perform all the work

outlined in the bid specifications for both a regular maintenance and full maintenance contract.

**NOTE:** Estimated start date will be July 5, 2019. All work must be completed no later than August 14, 2019.

**PRICING**

<b>LOCATION</b>	<b>REGULAR MAINTENANCE COST</b>	<b>FULL MAINTENANCE COST</b>
<b>TOTAL</b>		

**Authorized Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Date:** \_\_\_\_\_