



**SPECIFICATIONS FOR**

**MANCHESTER PUBLIC SCHOOLS**

**BID #017-001 ELEVATOR MAINTENANCE, REPAIR, AND EMERGENCY SERVICES**

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**LEGAL NOTICE  
INVITATION TO BID  
MANCHESTER PUBLIC SCHOOLS  
TOWN OF MANCHESTER, CONNECTICUT**

Manchester Public Schools will receive sealed bids in the Office of the Director of Finance and Management, 45 North School Street, Manchester, Connecticut 06042 on the date and time listed below for the following:

**BID #017-001 ELEVATOR MAINTENANCE, REPAIR, AND EMERGENCY SERVICES -  
MANCHESTER PUBLIC SCHOOLS**

**Bids will be accepted until Tuesday, April 25, 2017, at 2:00 p.m.**

**A mandatory pre-bid conference and walkthrough is scheduled for:**

**Tuesday, April 11, 2017, at 10:00 a.m. at  
The Grange, 325 Olcott Street, Manchester, CT**

The right is reserved to reject any and all bids. Specifications and forms are available on our website [www.mpspride.org](http://www.mpspride.org).

Manchester Public Schools is an equal opportunity employer and requires affirmative action policy for all of its contractors and vendors as a condition of doing business with the school district, as per Federal Order 11246.

Karen L. Clancy  
Director of  
Finance and Management  
Manchester Public Schools

## INSTRUCTIONS TO BIDDERS

1. The bid and any addenda will be issued on the Manchester Public Schools' website at [www.mpspride.org/bid](http://www.mpspride.org/bid). It shall be the responsibility of the bidder to download this information. Manchester Public Schools (MPS) will not mail a separate hard copy of addendum to bidders. Failure of any bidder to receive any such addendum or interpretation shall not relieve such bidder from any obligation under his bid as submitted. All addenda so issued shall become part of the Contract Documents. No addendum shall be issued less than 2 calendar days before the due date unless it is to change the due date.
2. The attached bid is signed by the bidder with full knowledge of an agreement with the general specifications, conditions and requirements of this bid.
3. Submit two (2) originals of the bid in an envelope marked with the bidder's name and address on the upper left hand corner. Bids shall be made out in the exact form as described under Content and Organization of Bid of enclosed Invitation to Bid, on bidder's letterhead and shall be signed by an officer of the company or corporation. **Bids are to be plainly marked in the lower left hand corner with bid number, name of bid, opening date and time.**
4. **A mandatory pre-bid conference and walk through is scheduled for Tuesday, April 11, 2017, at 10:00 a.m. at the Grange, 325 Olcott Street, Manchester, CT.**
5. Bids sent by mail or hand delivered should be addressed to the Director of Finance and Management, Manchester Public Schools, 45 North School Street, Manchester, CT 06042.
6. Bids received later than the date and time specified will not be considered. Amendments to or withdrawals of bids received later than the date and time set for bid opening will not be considered.
7. All bids shall be opened publicly and read aloud. Bidders may be present at the opening of bids. All bids shall be tabulated and copies of said tabulation shall be made available to bidders upon their request.
8. All deliveries of commodities shall comply with all applicable laws of the Federal Government and/or the State of Connecticut. Purchases made by MPS are exempt from the payment of Federal Excise Taxes and the State of Connecticut Sales Tax and such taxes must not be included in the bid prices. All prices are FOB to Manchester, CT.
9. MPS reserves the right to reject any and all bids, to waive technical defects and to make such awards including accepting a bid, although not the low bid, as it is deemed to be in the best interest of MPS.
10. MPS may withhold acceptance of work and payment when it is determined that said work or materials do not meet the specified requirements. Payment will not be made until work is to MPS official and/or authorized agent's satisfaction, and all work is certified.
11. MPS may make such investigation as deemed necessary to determine the ability of the bidder to discharge a contract. The bidder shall furnish MPS with all such information and data as may be required for this purpose. MPS reserves the right to reject any bid if the bidder fails to satisfactorily convince MPS that he/she is properly qualified by experience and/or does not have the facilities to carry out the worked called for herein. Conditional bids will not be accepted.
12. All measurements are the responsibility of the bidder.

13. Specifications cannot be modified by anyone other than the assigned agent for MPS.
14. Successful bidder is responsible for obtaining all necessary building permits as required by any authority having jurisdiction. Town fees for town permits will be waived. State fees for town permits cannot be waived by the Town of Manchester.
15. Successful bidder shall, after being awarded the contract, and before doing any work, furnish Certificates of Insurance, including Automobile Property Damage Liability, Public Liability and Workers Compensation Insurance in the amounts shown in APPENDIX A. The contractor shall carry insurance under which Manchester Public Schools and the Town of Manchester, CT, shall be named as an additional insured for the duration of this work. All Liability Insurance required herein shall be Comprehensive, General and Automobile Bodily Injury and Property Damage Policy or Policies. Certificate of Contractor Liability shall be filed with MPS before work is started and contain a ten (10) day written notice of cancellation clause.
16. The Contractor shall provide all administration, labor, materials, tools and equipment necessary to undertake and complete the work in a prompt and efficient manner. Equipment and tools owned by MPS shall not be available to the Contractor.
17. All work done under this bid must comply with all State and Town codes and licensed tradesmen will be used where applicable.
18. Payments for labor and material will only be made upon installation. No payments will be made for material stored on the site.
19. The work included in these specifications covers all labor, material equipment, and services required to complete what is listed in the Invitation to Bid.
20. All work must be scheduled during normal MPS working hours.
21. The contractor shall and does hereby, as part of the contract, guarantee all materials and workmanship to be of first quality and that the finished work will remain in satisfactory condition for a period of one (1) year from the date of final acceptance of work performed or as specified in the bid. The date of acceptance is considered to be the date of final payment for the work involved.
22. The contractor shall be required to submit the AFFIRMATIVE ACTION STATEMENT, APPENDIX B, with their completed bid package. The successful contractor shall comply in all respects with the Equal Employment Opportunity Act. Findings of non-compliance with applicable State and Federal equal opportunity laws and regulations will be sufficient reason for revocation or cancellation of this contract.
23. The contractor shall be required to complete the CONTRACTOR INDEMNIFICATION, APPENDIX C, with their completed bid package.
24. The contractor shall be required to complete the NON-COLLUSIVE PROPOSAL STATEMENT, APPENDIX D, with their completed bid package.

25. **Code Requirements:**

- A. Contractors should be aware that all Public Schools are required by State and Federal regulations to comply with all laws pertaining to asbestos containing building materials (ACBM) in their schools.
- B. It is required that any design professional and/or contractor that enters into a contractual agreement with MPS, pertaining to building renovations or additions shall ensure that all building materials specified and/or to be installed are of a non-asbestos material. In order to verify this, MPS requires the successful contractor to submit Material Safety Data Sheets (MSDS) detailing the building material.
- C. All contractors/design professionals are encouraged to inspect the AHERA Asbestos Management Plan prior to commencing any work. Any questions regarding ACBM or this requirement should be addressed to MPS's Asbestos Management Planner.
- D. Any asbestos encountered in construction shall be brought to MPS's attention prior to continuation of work. Removal will be done in accordance with all Federal, State and local laws and regulations.

26. **Disabilities Code Requirements:**

- A. In order to meet the needs of persons with disabilities, when applicable all items shall comply with the current Connecticut Basic Building Code including ICC/ANSI A 117.1-1998, Section 504 Rehabilitation Act 1973 including the Uniform Federal Accessibility Standards (UFA) and 504 Regulations, and the Americans with Disabilities Act Title II including Americans with Disabilities Act Accessibility Guidelines (ADAAG) and ADA Regulations.
- B. Compliance with the current Connecticut Fire Safety Code and current OSHA – Title 29/Labor is also required when applicable. Contractor must provide proof of having attended OSHA 10 hour Construction Standard Training course for any projects over \$100,000 (effective July 2007).
- C. The “items” shall include, but are not limited to; fixtures, furnishings, equipment, workstations (including built-ins), playground equipment, laboratory fume hoods, darkroom equipment, welding stations, shop equipment, etc.

27. There shall be no smoking or other use of tobacco products in any school building nor on school ground at any time. Proper attire is to be worn at all times. Contractor's personnel shall use extreme caution while driving motor vehicles on school property.

28. The contractor shall not sublet, sell, transfer, assign or otherwise dispose of contract or any portion thereof or of his right, title or interest therein, or of his obligations thereunder, without consent of MPS.

29. **Hold Harmless:** The contractor/insured shall indemnify and hold harmless MPS and, if applicable, the engineer and their agents and employees from and against all claims, damages, losses and expenses, including attorney's fees of counsel selected by MPS, arising out of or resulting from the performance of the work and/or the supplying of materials, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting there from, and (b) is caused in whole or in part by any negligent act or omission of the contractor/insured, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not they are caused in part by a party indemnified hereunder.

## **CONTENT AND ORGANIZATION OF BID**

The Invitation to Bid (Bid) is intended to provide interested bidders with information concerning the conditions and requirements for submitting bids. Bidders must examine all information and materials contained in this bid. **Failure to do so will be at the bidder's risk.** In response to the bid, bidders shall adhere to the established format. By doing so, comparable objective data will be provided for Manchester Public Schools' (MPS) review and analysis. The bid shall contain the following sections, in order and format described.

### **A. Submittal Letter**

A letter of transmittal addressed to **Mrs. Karen L. Clancy, Director of Finance and Management**, which includes a statement by the bidder accepting all terms, conditions and requirements contained in the bid. The letter should also include a brief discussion of the bidder's background, experience and ability to perform this contract in accordance with the scope of services. Also to be included is a listing of municipal or private sector references for whom recent (3 years or less) similar services were provided.

### **B. Price Bid**

Vendors shall submit a price bid which indicates their full cost to provide the scope of services outlined. All costs associated with the performance of these services must be clearly delineated.

### **C. Exceptions**

Bidders wishing to take any exceptions to any requirement in the bid shall state and explain such exceptions. MPS may accept bids which take exception to any requirements of the bid. Any exception must be clearly delineated and cannot materially affect the substance of this bid.

APPENDIX A

INSURANCE REQUIREMENTS

- A. To the extent applicable, the amounts and types of insurance will conform to the minimum terms, conditions and coverage of Insurance Services Office (ISO) policies, forms and endorsements.
- B. If the Contractor/Insured has self-insured retentions or deductibles under any of the following minimum required coverage, the Contractor/Insured must identify on the certificate of insurance the nature and amount of such self-insured retentions or deductibles and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retentions or deductibles will be the Contractor/Insured's sole responsibility.
- C. **Commercial General Liability:** The Contractor/Insured will maintain commercial general liability insurance covering all operations by or on behalf of the Contractor/Insured on an occurrence basis against claims for personal injury (including bodily injury and death) and property damage (including loss of use). Such insurance will have these minimum limits:

Minimum Limits: \$1,000,000 each occurrence  
\$2,000,000 each occurrence if blasting is required  
\$2,000,000 general aggregate with dedicated limits per  
Project site  
\$2,000,000 products and completed operations aggregate  
\$1,000,000 personal and advertising injury.

Should blasting be required, all necessary permits for the use of explosives shall be obtained by the contractor/insured or insured from the Fire Marshal.

- D. **Automobile Liability:** The Contractor/Insured will maintain business auto liability coverage for liability arising out of any auto, including owned, hired, and non-owned autos.

Minimum Limits: \$1,000,000 combined single limit each accident

- E. **Worker's Compensation:** The contractor/insured will maintain workers' compensation and employer's liability insurance.

Minimum Limits: Worker's compensation: statutory limit  
Employer's Liability: \$1,000,000 bodily injury or each accident  
\$1,000,000 bodily injury by disease for each employee  
\$1,000,000 bodily injury disease aggregate

- F. **Umbrella/Excess Liability:** The contractor/insured will maintain umbrella/excess liability insurance on an occurrence basis of the underlying commercial general liability, auto liability and workers' compensation insurance. The coverage shall be at least as broad as each of the underlying policies. The amounts of insurance required may be satisfied by purchased coverage for the limits specified or by any combination of underlying and umbrella limits, so long as the total amount of insurance is not less than the limit specified for general liability, auto liability and workers' compensation when added to the limit specified in this section.

Minimum Limits: \$5,000,000 combined single limit and aggregate limit.

**APPENDIX B**

**MANCHESTER PUBLIC SCHOOLS  
45 North School Street  
Manchester, CT 06042**

TO: All Vendors  
  
FROM: Karen L. Clancy  
Director of  
Finance and Management  
  
SUBJECT: Affirmative Action

Manchester Public Schools is an Equal Opportunity Employer, and will not transact business with firms which are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

In order to have your firm listed on our acceptable vendor's list and thereby be eligible for consideration as a source for goods and services, please complete and return the following Statement of Policy to:

Karen L. Clancy  
Director of  
Finance and Management

**STATEMENT OF POLICY**

It is the employment policy of \_\_\_\_\_  
that there shall be no discrimination against anyone on the grounds of race, creed, national origin, sex or age in the hiring, upgrading, demotions, recruitment, termination and selections for training.

In addition, this firm is in full compliance with the letter and intent of the various Equal Opportunity and Civil Rights Statutes noted above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed (Name/Title of Company Officer)

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Fax

\_\_\_\_\_  
City/State/Zip Code



APPENDIX C

CONTRACTOR INDEMNIFICATION

The contractor shall at all times indemnify and save harmless Manchester Public Schools and its officers, agents and/or employees against any and all claims, demands, losses, judgments, costs, worker's compensation payments, litigation expenses and counsel fees arising out of injuries to the person (including death) or damage to property alleged to have been sustained by:

- a. officials, officers, agents and/or employees of MPS or;
- b. the contractor, his subcontractors or delivery persons or;
- c. any other person, whose injuries are alleged to have occurred on or near the work, or to have been caused in whole or in part by the acts, omissions or neglect of the contractor or his subcontractor or delivery persons by reason of his/her or their use of faulty, defective or unsuitable work.

The existence of insurance shall in no way limit the scope of this indemnification. The contractor further undertakes to reimburse MPS for damage to property of MPS caused by the contractor, or his employees, agents, subcontractors or delivery persons, or by faulty, defective or unsuitable material or equipment used by him or them.

STATE OF CONNECTICUT:

COUNTY OF: \_\_\_\_\_ Signed \_\_\_\_\_

Contractor

By \_\_\_\_\_

Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Date

Subscribed and Sworn to before me on this  
\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public

**APPENDIX D**

**MANCHESTER PUBLIC SCHOOLS**  
**45 North School Street**  
**Manchester, CT 06042**

**TO:** All Vendors

**FROM:** Karen L. Clancy  
Director of  
Finance and Management

**SUBJECT:** Non-Collusive Statement

The undersigned vendor, having fully informed themselves regarding the accuracy of the statements made herein certifies that:

- 1. The bid has been arrived at by the vendor independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment or services described in the Invitation to Bid, designed to limit independent bidding or competition, and;
- 2. The contents of the bid have not been communicated by the vendor or its employees or agents to any person not an employee or agent of the proposer or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid.

The undersigned vendor further certifies that this statement is executed for the purposes of inducing Manchester Public Schools to consider the vendor and make an award in accordance therewith.

\_\_\_\_\_  
Legal Name of Vendor

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Name and Title of Authorized Signor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
eMail Address

APPENDIX ENOTICE TO ALL CONTRACTORS, BUILDERS AND HOMEOWNERS

**Please pay particular attention to the following list of inspections. Requirements will be strictly adhered to.**

Pursuant to Section 113.0 of the State of Connecticut Basic Building code, the following inspections **are required** by the Manchester Building Department:

1. Site inspection – before permit is issued.
2. When footing forms are in place and before concrete is placed.
3. When foundation forms are in place and before concrete is placed.
4. After foundation is erected, waterproofed and footing drains installed.
- 4a. \*\*\*Before construction above foundation is started two “As Built” foundation location plans must be filed with the Building Department.
5. When forms for structural slabs, panels or columns are in place and before concrete is placed.
6. Fireplace when the top of the smoke chamber is reached.
7. 1<sup>st</sup> roof/felt/ice and water shield (nailing shall be at 6 nails per shingle including new construction.)
8. **Rough inspections:**
  - Plumbing before any piping is concealed.
  - (Complete duct work and plumbing shall be installed before electrical wiring is started.)
  - Heating pipes and/or ducts before they are concealed.
  - Electrical before any wiring is concealed.
  - Framing before any interior wall covering is applied.
  - Insulation before drywall.
9. Final inspections when all construction details and utility installations re: complete and house numbers, as designated by the Engineering Department, are installed.
10. Other inspections which may be requested by the building or contractor and/or required by the building official or his designee.
11. The permit holder or his agent shall notify the building official when the work is ready for inspections, **giving not less than seventy-two (72) hours’ notice.**
12. **Inspection for issuance of Certificates of occupancy requires a 10 day prior notification to the Building Department.**

**NOTE:** Complete ductwork and plumbing shall be installed before electrical wiring is started.

**CONTRACT EXECUTION**

Upon notification of acceptance of this bid, we shall execute a formal contract within five days of the receipt of the agreement for signing.

**CONTRACTOR INFORMATION**

**The bidder is a/an (individual) (partnership) (corporation). Names and titles of other offices or partners are:**

**(for corporation, give State of incorporation and affix corporate seal)**

**I understand that full payment will be made by Manchester Public Schools after completion of the project and acceptance by Manchester Public Schools' representative.**

\_\_\_\_\_  
**Signature**

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

\_\_\_\_\_  
**Name (Printed)**

MANCHESTER PUBLIC SCHOOLS  
45 NORTH SCHOOL STREET  
MANCHESTER, CONNECTICUT 06042

SPECIFICATIONS  
FOR  
ELEVATOR MAINTENANCE, REPAIR  
AND EMERGENCY SERVICES

1. **Intent:** It is the intent of the Manchester Public Schools (MPS or the owner) 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. Manchester 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:** Manchester 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 MPS and will annually be given to the Buildings and Grounds 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 Buildings and Grounds Department, 325 Olcott Street, 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 MPS 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 Buildings and Grounds Department offices at 860 647-3511. Any needed repairs, which are outside of the maintenance service, require approval of the Buildings and Grounds Department office.

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 Buildings and Grounds Department office at 860-647-3511. Any battery changes needed or other

corrective work necessary to allow the phone to function are also the Contractor’s responsibility. Manchester 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:** Manchester 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. For any extensions, the quoted prices shall be increased (or decreased) by the percentage of increase (or decrease) in the then current straight time hourly rate for Elevator Constructor Mechanics in the Manchester, CT area.

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.

18. **Elevator Locations and Inventory:**

Bennet Academy	1151 Main Street	3 elevators, 3 chair lifts
Bowers Elementary School	141 Princeton Street	1 elevator, 1 chair lift
Buckley Elementary School	250 Vernon Street	1 elevator, 1 chair lift
Highland Park Elementary School	397 Porter Street	2 elevators, 1 chair lift
Illing Middle School	229 E. Middle Tpke.	1 elevator, 1 chair lift
Manchester High School	134 E. Middle Tpke.	2 elevators, 2 chair lifts
Martin Elementary School	140 Dartmouth Road	0 elevators, 1 chair lift
Washington Elementary School	94 Cedar Street	1 elevator, 1 chair lift

Elevator Inventory is attached

19. **Adjustments to Equipment Inventory:** The owner reserves the right to add equipment to, or remove equipment from the contract in response to changes in building occupancy, to include closure for renovation.



**MANCHESTER PUBLIC SCHOOLS**  
**45 NORTH SCHOOL STREET**  
**MANCHESTER, CONNECTICUT 06042**

**PROPOSAL FOR**  
**ELEVATOR MAINTENANCE, REPAIR AND**  
**EMERGENCY SERVICES**

I, We, the undersigned, hereby agree to provide at the net prices listed herein, maintenance, repair and emergency services to elevators, subject to and in accordance with the Invitation to Bid, Rules and Regulations for Competitive Bidding, Standard Instructions to Bidders, General Conditions and Technical Specifications, all of which are made part of this Proposal.

<u><b>Location</b></u>	<u><b>Regular Maintenance Costs</b></u>	<u><b>Full Maintenance Costs</b></u>
<b>Bennet Academy</b> 1151 Main Street	Bi-Monthly _____ x 6	Bi-Monthly _____ x 6
<b>Bowers Elementary School</b> 141 Princeton Street	Bi-Monthly _____ x 6	Bi-Monthly _____ x 6
<b>Buckley Elementary School</b> 250 Vernon Street	Bi-Monthly _____ x 6	Bi-Monthly _____ x 6
<b>Highland Pk. Elem. School</b> 397 Porter Street	Bi-Monthly _____ x 6	Bi-Monthly _____ x 6
<b>Illing Middle School</b> 229 East Middle Tpke.	Bi-Monthly _____ x 6	Bi-Monthly _____ x 6
<b>Manchester High School</b> 134 East Middle Tpke.	Bi-Monthly _____ x 6	Bi-Monthly _____ x 6
<b>Martin Elementary School</b> 160 Dartmouth Road	Bi-Monthly _____ x 6	Bi-Monthly _____ x 6
<b>Washington Elementary School</b> 94 Cedar Street	Bi-Monthly _____ x 6	Bi-Monthly _____ x 6
<b>Price Quote for Maintenance on Twelve (11) Elevators and Eight (9) Chair Lifts</b>	TOTAL \$ _____	TOTAL \$ _____

<b>Hourly Labor Charges</b>	8:00 am to 5:00 pm:	Mechanic	\$ _____/hour
		Helper	\$ _____/hour
	5:00 pm to 8:00 am:	Mechanic	\$ _____/hour
		Helper	\$ _____/hour
	Weekends & Holidays	Mechanic	\$ _____/hour
		Helper	\$ _____/hour

**ESCALATION**

Should there be any extensions of this contract authorized by the owner, the monthly price, and hourly rates, stated above shall be increased (or decreased) by the same percentage as the increase (or decrease) in the then current straight time hourly rate for Elevator Constructor Mechanics in the Manchester, CT area. The current rate, including pension and welfare, at the time of this bid is \$ \_\_\_\_\_ per hour.

**Emergency Numbers:**

The Contractor must supply a list of numbers for contacting personnel for emergency services.

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

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

\_\_\_\_\_

SIGNED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

NAME: (print): \_\_\_\_\_ DATE: \_\_\_\_\_

TELEPHONE# \_\_\_\_\_ FAX# \_\_\_\_\_

FEDERAL TAX IDENTIFICATION NUMBER (FEIN): \_\_\_\_\_

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

Building	Machine #	Type	Manufacturer	Pounds Capacity	Speed (FPM)	Model #	Serial #	Installed
Bennet (Franklin)	077-0263	Elevator	Otis	2,500	100			2007
Bennet (Recreation)	077-0264	Elevator	Otis	2,500	100			2007
Bennet (Barnard)	077-0265	Elevator	Otis	2,500	100			2007
Bennet (Recreation) (West)		Lift	Service Industries Savaria	750	23	V1504P	14110727711	2007
Bennet (Recreation) (East)		Lift	Service Industries Savaria	750	24	V1504P	14110727709	2007
Bennet (Cone)		Lift	Service Industries Savaria	750	25	V1504P	14110727710	2007
Bowers	077-0145	Elevator	Otis	2,000	100	N/A		
Bowers		Lift	National Wheel-O-Vator	750	20	HCDE42	101342	
Buckley	077-0133	Elevator	Dover	2,000	125			
Highland Park	077-0284	Elevator	Otis	2,500	100			2012
Highland Park	077-0283	Elevator	Otis	2,500	100			2012
Highland Park		Lift	Service Industries Savaria	750	25	V-1504-2010	211952	2012
Illing	077-0043	Elevator	General	1,500	75			
Illing		Lift	National Wheel-O-Vator	750	20	HBC42	118055	2007
Manchester High School	077-0259	Elevator	Bay State	2,000	100			
Manchester High School	077-0047	Elevator	Kone	2,000	50			
Manchester High School		Lift	Garaventa	750	17	HY-US-EN-72	32752	2007
Manchester High School		Lift	Garaventa	750	17	HY-US-SUR-120	32753	2007
Martin		Lift	Garaventa	750	10	LS-US-OR-42	68842	2016
Washington	077-0115	Elevator	General	2,200	110			