

TOWN OF SIMSBURY
DEPARTMENT OF PUBLIC WORKS
933 HOPMEADOW STREET
SIMSBURY, CT 06070
INVITATION TO BID
FOR
SERVICE AND MAINTENANCE OF ALL ELEVATORS FOR
BELDEN TOWN HALL,
ENO MEMORIAL HALL,
AND THE
SIMSBURY PUBLIC LIBRARY

The Town of Simsbury is bids for elevator service and maintenance contracts for three town-owned buildings. These buildings are Belden Town Hall, located at 933 Hopmeadow St., Eno Memorial Hall, located at 754 Hopmeadow St., and the Simsbury Public Library, located at 725 Hopmeadow St.

Sealed proposals will be accepted by Kevin Kane, Director of Finance, 933 Hopmeadow St.(Rt 10/202), Simsbury, CT until Tuesday, July 6th, 2010.

A pre-proposal walkthrough of each building will be given on Wednesday, June 23 at 1 p.m. Please contact Mark Rustic, Supervisor of Buildings and Grounds at 860-658-3242 to confirm attendance at this walkthrough.

GENERAL

Location

Belden Town Hall, 933 Hopmeadow St., Simsbury, CT 06070

Eno Memorial Hall, 754 Hopmeadow St., Simsbury, CT 06070

Simsbury Public Library, 725 Hopmeadow St., Simsbury, CT 06070

Licensure

Contractor will provide trained and licensed technicians directly employed by the company to maintain Town elevators in a safe and proper operating condition.

SCOPE OF WORK

Inspections and Preventative Maintenance

Scheduled maintenance visits will be regularly performed twelve (12) times per year during regular working hours, 8:00 a.m. – 5:00 p.m. Contractor shall repair and replace all miscellaneous wear items/parts of the elevator system when conditions warrant such a repair or replacement. Contractor will furnish all cleaners, wiping cloths and lubricants required to properly maintain equipment and provide MSDS sheets on all cleaners and lubricants used.

The inspection shall include an evaluation of equipment including car speed, door operation, riding quality and car leveling. If necessary, corrections should be made by the Contractor to ensure equipment is operating properly. Additionally, safety tests shall be performed by the contractor regularly in accordance with the ANSI A-17.1 Safety Code Regulations and all applicable State requirements.

Contractor will retrieve lost items that passengers have accidentally dropped in the hoistway during each inspection and turn such items over to the Town.

Contractor will provide monitoring of elevator emergency telephone(s).

A maintenance chart shall be kept in each machine room documenting maintenance performed.

Twenty-Four (24) Hour Emergency Service

Contractor will provide labor for all repairs during regular working hours, 8:00 a.m. – 5:00 p.m., for repairs covered under this agreement. Overtime repairs not covered under this agreement can be billed at hourly rates to be specified in the proposal. Contractor will guarantee that all shutdowns will be responded to promptly when requested by the owner. If Contractor takes longer than four (4) hours during normal working hours, 8:00 a.m. – 5:00 p.m., the owner reserves the right to call another contractor. The Contractor will be held liable for the charges associated with hiring another company.

TERMS OF AGREEMENT

This agreement shall commence on July 1, 2010 and remain in effect until June 30, 2011. The Owner may terminate this contract at any time giving the contractor a 30 day notice if such termination is deemed to be in the best interest of the Owner. The Owner reserves the right to award two 1-year extensions upon this contract. The conditions of extending the contract will be negotiated only if and when Owner desires to award an extension.

PAYMENTS

The Owner shall make quarterly payments to the contractor.

QUESTIONS

Any questions about this project should be directed to: Mr. Thomas J. Roy, Director of Public Works (860) 658-3222 by fax (860) 408-5416, or by mail PO Box 495, Simsbury, CT 06070. To receive consideration, such questions must be received at least five (5) calendar days before the established date for receipt of bids. No oral interpretations shall be made to any respondent as to the meaning of any of the bid documents. Every request for an interpretation shall be made in writing.

The Town will respond to all appropriate questions received via addenda available to all prospective bidders. Such addenda will become part of this Invitation to Bid and the resulting contract. At least three (3) days prior to the receipt of bids, the Town will post a copy of any addenda to its website, located at: www.simsbury-ct.gov/finance. It shall be the responsibility of each bidder to determine whether addenda have been issued, and if so, to download copies directly from the Town's website.

INSURANCE

The Contractor must carry insurance under which the Town is named as an assured, as follows:

Such insurance must be by insurance companies licensed to write such insurance in Connecticut against the following risks with the following minimum amounts and minimum durations.

A. Workman's Compensation, as required by Connecticut State Statute.

B. Public Liability, Bodily Injury Liability and Property Damage Liability as follows:

Injury or death of one person:	\$1,000,000
Injury to more than one person in a single accident:	\$1,000,000
Property damage in one accident:	\$1,000,000
Property damage in all accidents:	\$1,000,000

C. Automobile and Truck (Vehicular) Public Liability, Bodily Injury Liability and Property Damage Liability as follows:

Injury or death of one person:	\$1,000,000
Injury to more than one person in a single accident:	\$1,000,000

Property damage in one accident:	\$1,000,000
Property damage in all accidents:	\$1,000,000

Insurance under B, C, above must provide for a 30 day notice to the Town of cancellation/or restrictive amendment.

Insurance under B and C above must be for the whole duration of the contract and for twelve (12) months after acceptance of the project by the Town.

Subcontractors must carry A, B, C in the same amounts as above for the duration of the project and until acceptance by the Town.

Certificates of insurance must be submitted to the Director of Public Works prior to commencing any work under this agreement. Should any insurance expire or be terminated during the period in which the same is required by this contract, the Director of Public Works shall be notified and such expired or terminated insurance must be replaced with new insurance and a new certificate furnished to the Director of Public Works.

Failure to provide the required insurance and certificates may, at the option of the Town, be held to be a willful and substantial breach of this contract.

ELEVATOR SERVICE & MAINTENANCE PROPOSAL

ELEVATOR SERVICE AS DESCRIBED IN THE SCOPE OF WORK FOR:

BELDEN JULY 1, 2010 – JUNE 30, 2011 \$ _____

ENO JULY 1, 2010 – JUNE 30, 2011 \$ _____

LIBRARY JULY 1, 2010 – JUNE 30, 2011 \$ _____

TOTAL \$ _____

HOURLY RATE FOR EMERGENCY SERVICES \$ _____

Submitted By: _____
Company

Street City State Zip

Authorized Signature: _____
Signature Printed Name

Phone Number with Area Code _____