

**Addendum No.2, IFB 13-44**



**CITY OF SOMERVILLE, MASSACHUSETTS**  
**Department of Purchasing**  
**JOSEPH A. CURTATONE**  
**MAYOR**

To: Prospective Bidders IFB 13-44, Elevator Maintenance & Repair

From: Orazio DeLuca, MCPPO  
Contract Manager

Date: December 6, 2012

Re: Change in Specifications: Elevator Maintenance & Repair

**Addendum No. 2 to IFB 13-44**

The City is issuing this addendum to IFB 13-44, Elevator Maintenance & Repair to make the following change:

**Addendum#2: New Specifications are attached for this bid. Please use the new, attached Bid Pricing Sheet when submitting bids.**

**Bid opening date will remain:**

**New Bid Opening Date:**  
**Thursday, December 13, 2012 @ 11:00 am**

**\*\*PLEASE BE SURE TO ACKNOWLEDGE THIS ADDENDUM ON BID PRICING PAGE\*\***

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1



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**CITY OF SOMERVILLE**

**SPECIFICATION**

**FOR**

**ELEVATOR MAINTENANCE & SERVICE**  
**CALENDAR YEAR 2013, WITH AN OPTION FOR 2014, AND 2015**

**AT**

CAPUANO SCHOOL  
WEST NEIGHBORHOOD SCHOOL  
WINTERHILL COMMUNITY SCHOOL  
SOMERVILLE HIGH SCHOOL  
POWDERHOUSE COMMUNITY SCHOOL  
EDGERLY SCHOOL  
HEALY SCHOOL  
ARGENZIANO SCHOOL  
KENNEDY SCHOOL  
PUBLIC SAFETY BUILDING  
SOMERVILLE CITY HALL  
SOMERVILLE CENTRAL LIBRARY  
CITY HALL-ANNEX  
TRAFFIC & PARKING  
DILBOY STADIUM  
SOMERVILLE DPW  
CENTRAL LIBRARY  
CITY HALL  
DPW-WATER DEPARTMENT

SKIP BANDINI, C.P.E., C.F.A., M.C.P.P.O.  
CAPITAL PROJECTS AND PLANNING DEPARTMENT  
CITY OF SOMERVILLE  
1 FRANEY ROAD  
SOMERVILLE, MASSACHUSETTS 02145  
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SECTION TITLE		PAGES
I	GENERAL CONDITIONS	1 through 8
II	ELEVATOR MAINTENANCE & SERVICE	1 through. 7
FY 2013	BID SHEET	3 Pages
FY 2014	BID SHEET	3 Pages
FY 2015	BID SHEET	3 Pages

## TABLE OF CONTENTS

### GENERAL CONDITIONS

<u>PAR. TITLE</u>	<u>PAGE</u>
1.01 CONTRACTOR'S WORK .....	1
1.02 EXAMINATION OF SITE .....	1
1.03 INTENT OF SPECIFICATIONS .....	1
1.04 IMPLIED AND OTHER REQUIREMENTS .....	1
1.05 CONTRACTOR'S SIGNATURE .....	1
1.06 REJECTION .....	1
1.07 TIME ALLOWANCE .....	2
1.08 DELAYS .....	2
1.09 MATERIALS .....	2
1.10 EQUIPMENT .....	3
1.11 LABOR & INSURANCE .....	3
1.12 UTILITIES .....	3
1.13 SAFETY PRECAUTIONS .....	3
1.14 STORAGE .....	3
1.15 POWER OF DEPARTMENT OR FACILITY REPRESENTATIVE....	4
1.16 INSPECTION .....	4
1.17 SALVAGE .....	4
1.18 CLEANING UP .....	4
1.19 ACCEPTANCE .....	4
1.20 PAYMENT .....	4
1.21 CHANGES IN WORK .....	5
1.22 ADDENDA .....	5
1.23 NON-DISCRIMINATION ARTICLE .....	6
1.24 ANTI-BOYCOTT COVENANT .....	6
1.25 EXECUTIVE ORDER NO. 195 .....	6
1.26 BID SECURITY .....	7
1.27 PERFORMANCE BOND(100%) .....	7
1.28 MATERIAL BOND(100%) .....	7
1.29 PAYROLL RECORDS .....	8
1.30 TAX EXEMPTION NUMBER .....	8

## **SECTION I**

### **GENERAL CONDITIONS CITY OF SOMERVILLE**

#### **1.01 CONTRACTOR'S WORK**

All work to be done as indicated in these specifications and/or plans, or reasonably implied in or on either, shall be done by the Contractor unless specified to be done by others.

#### **1.02 EXAMINATION OF SITE**

Bidders are requested to contact the Building & Grounds Department on any day between 8:00 a.m. and 2:00 p.m. (except Saturday, Sunday or Holidays) at which time a representative of the Facility will coordinate site access.

#### **1.03 INTENT OF SPECIFICATIONS**

It is the intention of this specification to delineate a first class piece of work, which when completed, shall present a finished appearance without any indication of careless or inferior material or workmanship. Except where hereinafter otherwise specified, materials and workmanship shall comply with the material manufacturer's most recent specification.

#### **1.04 IMPLIED AND OTHER REQUIREMENTS**

Should any work or material be required or any compliance with laws of the Commonwealth which is not detailed in the specifications or on the plans either directly or indirectly, but, which is nevertheless necessary for the proper carrying out of the intent thereof, the Contractor is to understand the same to be implied and required, and shall perform all such work, furnish any such material, and comply with any such laws as fully as if they were particularly delineated or described. The Contractor must cooperate and coordinate with the Building & Grounds Department regarding work to be done to properly execute this contract.

#### **1.05 CONTRACTOR'S SIGNATURE**

The Contractor's signature, in ink, on the bid proposal form will be held as evidence that he/she has familiarized himself/herself with all requirements for proper execution of the project.

#### **1.06 REJECTION**

The City of Somerville, reserves the right to reject any and all bids, if it deems it is to the best interest of the City of Somerville.

### **1.07 TIME ALLOWANCE**

The work shall commence on the date specified in a written order from the City of Somerville and/or Somerville Public Schools as the date for such beginning. Refer to Section II, Part 2.02 (Scope of Work).

### **1.08 DELAYS**

The authorized representative of the Somerville Public Schools may delay the commencement of the work, or any part thereof, due to unforeseen circumstances or conditions which have a bearing on the work required under this contract or for any other reason if it is deemed to be in the best interest of the Somerville Public Schools to do so. The Contractor shall have no claim for damages on account of such delay, but shall be entitled to so much additional time in which to complete the whole or any portion of the work required under this contract as the City of Somerville and/or Somerville. Public Schools shall certify, in writing, to be just.

### **1.09 MATERIALS**

Preference in Supplies and Materials -- Your attention is directed to the provision of Chapter 7, Section 22 amended by Chapter 353 of the Acts of 1933 of the General Laws, which reads as follows: " Section 22, Clause 17" a preference in the purchase of supplies and materials other consideration being equal, in favor: first of supplies and materials within the Commonwealth; the second, of supplies and materials manufactured and sold elsewhere within the United States.

2. Or Equal — The words "or equal" are understood to follow the name of any maker, vendor, or proprietary product used in these specifications to define the materials or articles required and are understood to mean any materials or articles which in the opinion of the City of Somerville is at least equal in quality, durability, appearance and perform at least equally the functions imposed by the general design.
3. Department Inspection and Tests — Any material to be used and in the work may be tested or inspected at any time by the City of Somerville and may be rejected if it fails to comply with specified tests, or if it shall appear not to be first quality material or workmanship
4. Unsatisfactory Materials — All materials furnished and used shall be new and of best quality available. Any material not meeting the approval of the City of Somerville will be rejected and shall be removed from the facility grounds by the Contractor, at no expense to the City of Somerville

### **1.10 EQUIPMENT**

The Contractor shall furnish all tools, materials, labor and equipment required to do and to complete all work required for the satisfactory completion of the contract.

### **1.11 LABOR & INSURANCE**

All workman employed on this contract shall not be paid less than the minimum wage rate for this area as designated by the Department of Labor & Industries, Commonwealth of Massachusetts. The Contractor shall furnish, and keep in force for the life of this contract Workman's Compensation Insurance for all workers employed on the job (Chapter 149 G.L. Section 34 A) Contractor's Protective Public Liability and Property Damage Liability Insurance must be maintained at the Contractor's expense during the life of the contract. The contractor shall not commence work on this contract until proof of compliance has been furnished to the City of Somerville on both Worker's Compensation and Public Liability Insurance. The Contractor shall take out and maintain Insurance and Contractor's Protective Public Liability and Property Damage Liability Insurance in accordance with the contract terms in not less than the following amounts,

<u>Bodily Injury</u>		<u>Property Damage</u>
Each Person	Each Occurrence	Each Person Aggregate
<u>\$500,000</u>	<u>\$1,000,000</u>	<u>\$500,000 \$1,000,000</u>

### **1.12 UTILITIES**

Water, light, heat and electric energy for construction purposes will be furnished by the City of Somerville at the nearest existing service outlets of such characteristics as are in existence and in such amounts as can be made available without hampering the operations of the facility. Wasteful use or other abuse of this privilege will be grounds for discontinuance.

### **1.13 SAFETY PRECAUTIONS**

The Contractor shall take all precautions to safeguard the health and well-being of all workmen and all others rightfully on the facility premises who may be affected by work done under this contract. Contractor shall similarly safeguard facility property. All safety laws and regulations of the Commonwealth of Massachusetts, applicable to work performed under this contract, shall be adhered to.

### **1.14 STORAGE**

The Contractor shall confine his/her apparatus, the storage of materials, and the operations of his/her workmen, to the limits prescribed by the facility and shall not unreasonably encumber the premises with his materials

#### **1.15 POWER OF DEPARTMENT OR FACILITY REPRESENTATIVE**

The City of Somerville shall have the power to reject all work or material which does not conform to this contract; to direct the application of additional workforce increased or diminished; and to decide questions, which arise between the parties, relative to the execution of the work.

#### **1.16 INSPECTION**

Official representatives of the City of Somerville shall have the right to inspect the workmanship and materials and all other aspects of the work, at any time.

#### **1.17 SALVAGE**

All salvageable materials, fixtures or equipment removed by the Contractor shall remain the property of the City of Somerville and shall be removed to locations as designated by the representative, unless ownership is specifically designated herein as being the Contractor's.

#### **1.18 CLEANING UP**

The Contractor shall, as directed by the City of Somerville. and/or Somerville Public Schools, remove from the facility property, at his own expense, all temporary structures, rubbish and waste materials, resulting from his operations.

#### **1.19 ACCEPTANCE**

The work shall be inspected for acceptance by the Somerville Public Schools promptly upon receipt of notice in writing that the work is ready for such inspection.

#### **1.20 PAYMENT**

Contractor shall select method of payment prior to starting any work. If the Contractor does not elect an option, then Option A will prevail.

1. Option A - Upon completion and acceptance of the work, the Contractor will be paid the price for the work provided in this contract. No partial payments will be made unless the contract price exceeds \$10,000. If the contract price exceeds \$10,000 a partial payment will be made when the value of the labor and materials incorporated in the work exceeds 60% of the contract price. The partial payment will be made for the value of the work completed, less 5%. No other payment will be made thereafter until the project has been completed and accepted.
2. Option B — If contract price exceeds \$10,000 monthly, or periodic billing is permitted by Contractor provided a Schedule of Values has been submitted and approved by the City of Somerville.



### **1.21 CHANGES IN WORK**

The City of Somerville may order changes in the work within the scope of the contract, including but not limited to, changes in: (a) the plans and specifications; (b) in the method or manner of performance of the work; (c) in the cities facilities, equipment materials, services or site; (d) in the schedule for performance of work. The City of Somerville may direct the Contractor to perform any change order work and the Contractor shall immediately do any and all work required to effect the change in contract. Whenever a change in work is ordered, and said change will cause an equitable adjustment in the Contractor's cost, the Contractor may request an equitable adjustment in the contract price. A request for such an adjustment shall be in writing and shall be submitted by the Contractor to the City of Somerville before commencement of the pertinent work or as soon thereafter as possible. The City of Somerville and the Contractor shall by negotiation agree upon an equitable adjustment in the contract price before commencement of pertinent work or as soon as thereafter as possible. If no agreement is reached, the Contractor may appeal within thirty days as set forth in G.L. Chapter 30, § 39Q.

### **1.22 ADDENDA**

Questions during the bidding period, regarding the accompanying plans and /or specifications, shall be submitted in triplicate to the City of Somerville, at least eight (8) days before the bid opening. The City of Somerville will prepare addenda on or about the four days prior to the bid opening, containing interpretations of all questions raised, which in the opinion of the City of Somerville require interpretation. All bidders of record will receive the addenda by certified mail.

### **1.23 NON-DISCRIMINATION ARTICLE**

During the performance of this contract, the Contractor, for himself/herself, his/her assignees and successors in interest (hereinafter referred to as the "Contractor"), agrees as follows:

1. In connection with performance of work: under this contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of race, color, religious creed, national origin, age, ancestry, sex, physical or mental handicap. The aforesaid provisions shall include, but not be limited to, the following: employment upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms or compensation; conditions or privileges or employment; and selection for training; including apprenticeship. The Contractor agrees to post hereafter in conspicuous places, available for employees and applicants for employment, notices to be provided by the Massachusetts Commission against Discrimination setting forth the provisions of the fair employment practice law of the Commonwealth.
2. Compliance with Requirement: The Contractor shall comply with the provisions of the Governor's Code of Fair Practices dated July 20, 1970, and Chapter 151B as amended, of the non-discrimination laws of the Commonwealth which are herein incorporated by reference and made part of this contract.
3. Non-Discrimination: The Contractor, in the performance of all work after award, and prior to completion of the contract work, shall not discriminate on grounds of practices or in the selection or retention of sub-contractors, and in the procurement of materials and rental of equipment.

### **1.24 ANTI-BOYCOTT COVENANT**

The Contractor warrants, represents and agrees that during the time the contract is in effect, neither it nor any affiliated company, as hereinafter defined, participates in or cooperates with any international boycott, as defined in Section 999(b) (3) and (4) of the Internal Revenue Code of 1954, as amended, or engages in conduct declared to be unlawful by Section 2 of Chapter 151E, Massachusetts General Laws. If there shall be a breach in the warranty, representation and agreement contained in this paragraph, then without limiting such other rights as it may have, the City of Somerville shall be entitled to rescind this contract. As used herein, affiliated company shall be any business entity of which at least 51% of the ownership interest of the Contractor, or which directly or indirectly owns at least 51% of the ownership interests of the Contractor.

### **1.25 EXECUTIVE ORDER NO. 195**

The Governor or his designee, the secretary of Administration and Finance, and the State Auditor, or his designee, shall have the right at reasonable times and upon reasonable notice to examine the books, records, and other compilations of data of the Contractor(s) and Sub-Contractor(s) which pertain to the performance of the provisions and requirements of this proposed contract.

### **1.26 BID SECURITY**

The bid must be accompanied by a **Bid Bond, or a Certified Check on, or a Treasurer's or Cashier's Check** issued by a responsible bank or trust company, payable to City of Somerville, in the amount of five (5) percent of bid. No other form of bid security will be accepted.

All such bid deposits, except those of the three lowest responsible and eligible bidders, will be returned within five (5) days, Saturdays, Sundays, and legal holidays excluded, after the opening of proposals thereof. All remaining bid deposits will be returned upon the execution of delivery of the performance bond and the payment bond, or if no award is made, upon the expiration of thirty (30) days after the opening of bids, therefore, unless forfeited by failure to obtain the aforementioned bond.

### **1.27 PERFORMANCE BOND**

A bond, with an approved surety company as surety, for **the full amount of the contract**, will be required for the faithful performance of the contract. The bond must be furnished within **ten (10) working days after the date of receipt by the Contractor of the notification, by the City of Somerville, of the award of the contract.** In case of the failure of the bidder to furnish the bond within the said time, the City of Somerville may, at its option, determine that the bidder has abandoned the contract, and thereupon the proposal and acceptance shall be null and void. The bond shall remain in force & effect, for the full amount, for one (1) year from the date of acceptance of the work.

### **1.28 MATERIAL BOND**

A bond, with an approved surety company as surety, for **the full amount of the contract**, will be required as security for payment of laborers, material-men and others. This bond must be furnished at the time the performance bond is, within ten (1.0) working days after the date of receipt by the Contractor of the notification by the City of Somerville of award of the contract. This bond shall remain in force and effect for a period of 120 days from the date of acceptance of the work. (Chapter 149, Section 29 and Chapter 30, Section 39A of the General Laws).

### **1.29 PAYROLL RECORDS**

Department of Labor and Industries requires that employers submit weekly payroll records to the City of Somerville for all employees who have worked on the project. Employers must preserve these records for three years. Forms will be provided with prevailing wage rate schedule.

### **1.30 TAX-EXEMPTION NUMBER**

The successful bidder will be provided with a tax-exempt number in accordance with the provisions of G.L. Chapter 6411, Section 6 for the purchase of materials and supplies to be used or incorporated in the performance of this contract for the City of Somerville.

**END OF SECTION**

**SECTION II**  
**ELEVATOR MAINTENANCE AND SERVICE**  
**CITY OF SOMERVILLE**

**2.01 GENERAL REQUIREMENTS**

1. Attention is directed to the printed form of proposal, Section I and Attachment I of these specifications entitled "General Conditions" which are hereby made a part of this Section of the specifications.
2. Equality of materials or articles other than those named or described in this Section will be determined in accordance with the provisions of Section I, "General Conditions", Paragraph 1-09.

**2.02 SCOPE OF WORK.**

1. The scope of work without limiting the generality thereof, consists of furnishing all labor, equipment, parts, materials, riggings, and appurtenances required to regularly and systematically examine, adjust, clean, and repair or replace as required elevator equipment and parts of the specified elevators at various buildings (See Attachment I) of the City of Somerville in Somerville, MA.
2. In general, the work shall consist of but not be limited to the following:
  - A. Inspections

The contractor shall be required to make monthly inspections of each elevator. Such inspections shall take place on the second Thursday of the month a minimum of 8 (eight) hours per inspection. Twelve inspections per year, commencing on July 1<sup>st</sup> of each contract year, shall be scheduled with the Superintendent of Buildings and Grounds or designee (See Attachment II). The bid price shall include the twelve monthly inspections and one annual safety inspection for each elevator. The annual safety inspection shall be in compliance with the requirements set forth by the Commonwealth of Massachusetts for passenger, freight elevators, and chairlifts.
3. The vendor shall provide the City of Somerville with qualified licensed elevator mechanics at all time, including recognized City of Somerville holidays (list provided — see Attachment II), to assume the requirements of these specification
4. Full Maintenance\_—\_The vendor shall agree to examine on the second Thursday of each month for not less than eight hours, clean, lubricate, adjust the vertical transportation equipment, provide call-back service safety tests, and, as conditions warrant, repair or replace all portions of the vertical transportation equipment included under this division of work.

Inclusions:

- A. Parts -- In performing the required work, vendor agrees to provide only genuine parts used by the manufacturers of the equipment for replacement or repair, and to use only those lubricants obtained from and/or recommended by the manufacturer of the equipment. Parts requiring repair shall be rebuilt to an "as new condition." No parts or vertical transportation equipment covered under this division of work may be permanently removed from the jobsite without written approval by the Director of Facilities.
- B. Vendor shall examine monthly for not less than eight hours, adjust, lubricate, and to the extent conditions warrant (unless otherwise specifically excluded herein) repair or replace the items of elevator equipment listed under item "F" below.
- C. By the 15<sup>th</sup> of each month, examine all safety devices and governors and conduct an annual test as required by any applicable municipal or state regulations.
- D. Renew all wire ropes when necessary to maintain industry safety standards, equalize the tension on all hoisting ropes and repair or replace conductor cables and hoist way and machine room elevator wiring.
- E. Vendor shall clean the entire hoist way, car top, pit and machine room equipment monthly.
- F. Elevator equipment to be maintained and/or replaced by vendor at no cost to the City of Somerville:
  - 1. Machine, worm, gear, thrust bearings, drive, sheave, drive sheave shaft bearings, brake pulley, brake coil, brake contact, linings, and component parts.
  - 2. Motor and motor generator, motor windings, rotating elements, commutator, brushes, brush and bearings.
  - 3. Controller, selector and dispatching equipment, all relays, solid state components, resistors, condensers, transformers, contacts, leads, dashpots, timing devices, computer devices, steel selector tape and mechanical and electrical driving equipment.
  - 4. Governor, governor sheave and shaft assembly, bearings, contacts, and governor jaws.
  - 5. Deflector or secondary sheave, bearings, care and counterweight guide rails, top and bottom limit switches, governor tension sheave assembly, compensating sheave assembly, counterweight guide shoes including rollers or gibs.
  - 6. Hoist door interlocks, hoist door interlocks, hoist way door hangers, bottom door guides and auxiliary door closing devices.

7. Automatic power operated door operator, car door hanger, car door contact, door protective device, load weighting equipment, car frame, car safety mechanism, platform, wood platform flooring and car gate.
  8. Elevator car guide shoes, gibs or rollers when necessary to insure smooth and quiet operation. Except where roller guides are used, when applicable, guide rails will be kept properly lubricated.
- G. The State of Massachusetts Performance Requirement Tests shall be conducted on every elevator at least two times per year as part of these specifications. It shall be the responsibility of the vendor to verify that said performance is in compliance with these specifications. The Superintendent of Buildings and Grounds reserves the right to request additional performance tests as and when deemed advisable. Cost for the additional test will be at the vendor's expense only when the requirements of these specifications are not being fulfilled. The vendor agrees to maintain the following individual car performance requirements of the elevators as designated on Attachment I.
1. Stopping accuracy shall be measured under all load conditions.
  2. Variance from rated speed, regardless of load, shall not exceed +J- 5% traction machines, +1- 10% hydraulic machines.
  3. Door closing pressure shall not exceed 30 lbf.
  4. in accomplishing the above requirements, the vendor shall maintain a comfortable elevator ride with smooth acceleration, retardation and soft stop. Door operation shall be quiet and positive with smooth checking at the extremes to travel.
  5. Group Supervisory Performance -- vendor shall where applicable check the group dispatching system and make necessary tests to ensure that all circuits and time settings are properly adjusted and that the system performs as designed and installed by the manufacturer.
- H. Monthly, assure each elevator meets appropriate state codes or other codes pertaining to these elevators and repair or renew elevator to correct any inspector citations not related to the following exclusions.

### **2.03 EXCLUSIONS**

1. Repair or replace building items, such as hoist way or machine rooms walls and floors, car enclosures, car finish floor material, hoist way entrance frames, doors and sills, telephone instruments and signal fixture face plates, smoke detectors and communication equipment not part of the original elevator installation.
2. Mainline and auxiliary disconnect switches, fuses, and feeders to control panels.
3. Lighting fixture lamps for car and machine room illumination.
4. Cleaning of car interiors and exposed portions of sills.

## **2.04 SPECIAL CONDITIONS**

1. Wiring Diagrams — the elevator wiring diagrams, lubrications charts, and parts ordering manuals, located in the elevator machine room and elevator service spaces, are the property of the City of Somerville, and shall remain at the jobsite at all times.
2. Equipment Reliability — should any elevator be shut down for a period exceeding 48 hours (except for pre-scheduled repairs), the maintenance cost will be suspended and the cost for that month will be prorated.
3. Elevator Performance — vendor will furnish the Superintendent of Buildings and Grounds with an annual written report documenting the condition of each elevator including group supervisor performance, individual performance the problem shall be corrected within thirty calendar days to the satisfactory of the Superintendent of Buildings and Grounds. Once a year the vendor shall perform a visual survey for door open/close, break to break time, a registration time, and a door dwell time. Charts shall be examined and data compiled by the vendor and submitted with the report.
4. Monthly meetings -- vendor agrees to meet with the Superintendent of Buildings and Grounds or City Representative on a monthly basis, to discuss the full maintenance program repair schedules, call-back reports, and any other vertical transportation problems.
5. Guarantees -- unless otherwise indicated or specified herein, the Contractor shall guarantee all materials and the installation thereof, under normal and reasonable use to be free from mechanical and electrical defects for a period of one year from the date of final acceptance unless the equipment normally carried a guarantee of more than one year. Any replacement defects shall be provided by the Contractor without cost to the City of Somerville.

## **2.05 GENERAL CONDITIONS**

1. The vendor shall maintain a log of all preventative maintenance services performed and submit a copy of same to the Superintendent of Buildings and Grounds or designee on a monthly basis, including the time expended on such services. The Contractor shall maintain a master log of all reported trouble calls and will submit a copy of same to the Superintendent of Buildings and Grounds on a monthly basis.
2. Vendor is responsible for the proper and safe operation of each elevator, therefore; the vendor shall notify the Superintendent of Buildings and Grounds promptly, in writing, of elevator repair or maintenance work needed or desirable which is not included in the scope of a given division of work. Said notification should include a firm estimate of the cost to perform the recommended work, along with an estimate of the time required to perform same. The written estimate must include an explanation as to why the recommended service is not included under this specification. The Superintendent of Buildings and Grounds reserves the right to obtain bids on all work not covered by this specification for any repair work and award work to any service company.



## **2.05 GENERAL CONDITIONS, cont.**

3. Vendor shall supply for every elevator serviced, a maintenance check chart to be hung conspicuously on the wall just inside the machine room entrance. Check chart shall list those activities which suits service being supplied for that given unit. Work activities to be completed shall be listed in weekly, semi-monthly, monthly, quarterly, semi-annually, or annual classifications. A place for checking off activities when completed shall be available. Chart shall have space for examiner's name and examiner's supervisor's name and company emergency phone number.
4. The vendor's mechanic will sign in at the Building & Grounds Department prior to commencing repair and/or call-back service. When work is completed and mechanic is leaving the facility, he/she will sign out at the Building & Grounds Department and leave a copy of the work voucher describing the nature of work performed.
5. Should it be found that the requirements and standards herein specified are not being satisfactorily maintained, the Superintendent of Buildings and Grounds may immediately demand that the vendor, at his expense, place the elevators in condition to meet these requirements.

## **2.06 CALL-BACK SERVICES**

1. Vendor must make call-back services available on a 24-hour a day basis, for all equipment covered under this specification upon notification by the City of Somerville. The vendor shall attend to all calls within sixty (60) minutes. After each completed call, the contractor shall furnish a written report describing the cause of the elevator failure and the action taken to the Superintendent of Buildings and Grounds.

## **2.07 BID FORMAT**

1. The vendor shall submit his/her bid on the enclosed bid form. Any exceptions and/or clarifications to these specifications should be noted on the bid form in the appropriate space. Each bid must be accompanied by a full evaluation of present elevator equipment.
2. The vendor shall examine each elevator covered by this contract prior to submitting a bid.

## **2.08 TERMINATION**

1. The Superintendent of Buildings and Grounds or designee reserves the right to make inspections and tests as and when deemed advisable, to ascertain the requirements of this contract are being fulfilled. Should it be found that the requirements of these specifications are not being satisfactorily maintained, the Superintendent of Buildings and Grounds may immediately demand that the vendor, at his expense, place the elevators in condition to meet this requirement. The contract may be canceled by the City at any time, provided non-performance of sufficient cause can be shown.

--- 90 days written notice for non-performance

--- 30 days written notice for not complying with intent of specifications

## **2.09 RIGHTS RESERVED BY THE CITY OF SOMERVILLE**

1. The Superintendent of Buildings and Grounds or City Representative reserves the right to award the contract to other than the apparent low bidder.

## **2.10 QUALIFICATIONS**

1. The vendor company must provide written documentation and proof that they have maintained an elevator maintenance organization comprising at least five (5) regularly employed licensed elevator mechanics for a minimum of five (5) years prior to the date of the bid.
2. The vendor must also provide written documentation that they have engaged in the maintenance of elevators by listing at least three (3) installations of the type indicated in this bid that they have maintained satisfactorily within the past three (3) years. Please list a contact person and telephone number for each location.
3. The vendor must maintain and/or establish, within a reasonable distance of the City of Somerville., an office to be used as a facility for the storage of an adequate inventory of parts such and as an operational base for the twenty-four (24) hour service as set forth in these specifications.
4. All maintenance and repair work. shall be performed by licensed personnel who have experience in working with the following type of equipment: **Atlas, Otis, Stanley, Dover, Thyssen & Garaventa, etc.**
5. The vendor must use only manufacturer replacement parts and have in stock on the job site, replacement parts including microprocessor boards as needed. Please supply available inventory with bid.
6. The vendor must maintain, at his/her own expense, a toll free number for twenty-four (24) hour service, staffed by the vendor's employees. The vendor must have the ability to supply estimated time of arrival, as well as have access to all employees and supervisors. Please supply a list of employees who will be available to the Superintendent of Buildings and Grounds. This list should include the name, title, and years of experience in elevator repair.
7. The vendor's local office must have a staff of at least three (3) supervisor's for maintenance and two (2) supervisors for repairs. Please supply names, titles, and years of employment for these individuals.

## **2.11 SUPERVISION**

The vendor shall appoint a maintenance superintendent who will be in charge of and have overall responsibility of the work to be performed by the contractor on a twenty-four (24) hour basis under this agreement. The vendor will appoint a mechanic who will have primary responsibility for the servicing of the elevators at the site. This mechanic shall have a minimum of five (5) years experience with equipment, as described in number 2.10, Qualifications. It shall be the responsibility of the vendor to establish a sequence of work and that the job progresses smoothly and on schedule, and will be required to work in close cooperation with the authorities to determine the schedule of work which may cause the city of Somerville the least inconvenience.

## **2.12 INSURANCE**

The vendor shall procure and keep in effect the following insurance with respect to the services performed by the contractor or by anyone directly or indirectly employed by the vendor.

1. Workmen's Compensation and Employer's Liability Insurance in the vendor's name, with limits of liability under the employer's liability portion of not less than one-hundred-thousand-dollars (\$100,000.00).
2. Comprehensive Public Liability Insurance, including independent vendor and complete operations coverage with combined bodily injury and property damage limits of not less than one-million-dollars (\$1,000,000.00) each accident.
3. Contractual Liability Insurance in the vendor's name specifically endorsed to cover the indemnity in these specifications. The limits for bodily injury limits of not less than five-hundred-thousand-dollars (\$500,000.00).
4. Automatic Liability Insurance with an employer's non-ownership liability endorsement in the vendor's name. Limits of liability will not be less than five-hundred thousand dollars (\$500,000.00) per person and one-million dollars (\$1,000,000.00) per accident for bodily injury and five-hundred thousand (\$500,000.00) for property damage.

On the effective date of this agreement and on the anniversary date of adjustment thereafter, the vendor shall deliver to the Superintendent of Buildings and Grounds, certificates of Insurance satisfactory to City of Somerville evidencing such insurance coverage.

## **2.13 BID DEPOSIT**

A bid deposit, payable to the City of Somerville in the amount of 5% of the bid price, must be submitted with said proposal and will be returned to the non-successful vendor (s).

## **2.14 DEFINITION OF TERM**

"As conditions warrant" is defined by the Administration of the City of Somerville; because of the nature of users; i.e. residents, staff and visitors, vertical equipment shall not be labeled for failure under the term of misuse.

**ATTACHMENT I**

**CITY OF SOMERVILLE  
ELEVATOR MAINTENANCE & SERVICE**

<b>LOCATION</b>	<b>ELEVATOR</b>	<b>TYPE</b>
CAPUANO SCHOOL	274-P-342	Passenger
WEST NEIGHBORHOOD SCHOOL	274-P-275	Passenger
WEST NEIGHBORHOOD SCHOOL	274-W-279	Wheelchair
WINTERHILL COMMUNITY SCHOOL	274-P-177	Passenger
SOMERVILLE HIGH SCHOOL	274-P-89	Passenger
SOMERVILLE HIGH SCHOOL	274-P-90	Passenger
SOMERVILLE HIGH SCHOOL	274-W-357	Wheelchair
SOMERVILLE HIGH SCHOOL	274-W-358	Wheelchair
POWDERHOUSE COMMUNITY SCHOOL	274-P-23	Passenger
EDGERLY SCHOOL	274-P-223	Passenger
HEALY SCHOOL	274-P-304	Passenger
HEALY SCHOOL	274-W-311	Wheelchair
ARGENZIANO SCHOOL	274-P-380	Passenger
KENNEDY SCHOOL	274-P-310	Passenger
PUBLIC SAFETY BUILDING	274-P-193	Passenger
CITY HALL-ANNEX	274-L-274	LULU LIFT
TRAFFIC & PARKING	274-W-397	Wheelchair
DILBOY STADIUM	274-P-374	Passenger
SOMERVILLE DPW-WATER	274-W-368	Wheelchair
SOMERVILLE CENTRAL LIBRARY	274-P-881	Passenger
CITY HALL	274-P-91	Passenger
CITY HALL	274-W-426	Wheelchair
EAST SOMERVILLE SCHOOL		Passenger

**ATTACHMENT II**

**CITY OF SOMERVILLE**

**LEGAL HOLIDAYS**

**NEW YEAR'S DAY**

**MARTIN LUTHER KING DAY**

**PRESIDENTS' DAY**

**PATRIOTS DAY**

**MEMORIAL DAY**

**BUNKER HILL DAY**

**INDEPENDENCE DAY**

**LABOR DAY**

**COLUMBUS DAY**

**VETERAN'S DAY**

**THANKSGIVING DAY**

**THANKSGIVING DAY FRIDAY**

**CHRISTMAS EVE (HALF DAY)**

**CHRISTMAS DAY**

**ELEVATOR MAINTENANCE & SERVICE  
BID SHEET, JANUARY 1, 2013 TO DECEMBER 31, 2013**

This bid includes addenda number: \_\_\_\_\_

A. Total proposal contract price is \_\_\_\_\_  
(includes annual inspection cost) *spell contract price here*

B. The sub-division of the proposed contract price is as follows:

	Location	Monthly Cost	12-month total	Subtotal Monthly x 12 + Annual Insp. =
1	<b>Argenziano School</b> 290 Washington St. Passenger Elevator (#274-P-380)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
2	<b>Capuano School</b> 150 Glenn St Passenger Elevator (#274-P-342)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
3	<b>Central Library</b> 79 Highland Ave. Passenger Elevator (#274-P-881)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
4	<b>City Hall</b> 93 Highland Ave. Passenger Elevator (#274-P-91)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
5	<b>Dilboy Stadium</b> Alewife Brook Parkway Passenger Elevator (#274-P-374)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
6	<b>Edgerly Education Center</b> 8 Bonair St. Passenger Elevator (#274-P-223)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
7	<b>Healey School</b> 5 Meacham St. Passenger Elevator (#274-P-304)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____

	Location	Monthly Cost	12-month total	Subtotal Monthly x 12 + Annual Insp. =
8	<b>Kennedy School</b> 5 Cherry St. Passenger Elevator (#274-P-310) State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
9	<b>Powderhouse School</b> 1060 Broadway Passenger Elevator (#274-P-23)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
10	<b>Public Safety Building</b> 220 Washington St Passenger Elevator (#274-P-193)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
11	<b>Somerville High School</b> 81 Highland Avenue Passenger Elevator (#274-P-89)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
12	<b>Somerville High School</b> 81 Highland Avenue Passenger Elevator (#274-P-90)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
13	<b>West Somerville Neighborhood School</b> 177 Powderhouse Rd. Passenger Elevator (#274-P-275)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
14	<b>Winter Hill Community School</b> 115 Sycamore St. Passenger Elevator (#274-P-177)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
15	<b>City Hall Annex</b> 50 Evergreen St LULU Lift (#274-L-274)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
16	<b>City Hall</b> 93 Highland Ave. Wheel Chair Lift (#274-W-426)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____

	Location	Monthly Cost	12-month total	Subtotal Monthly x 12 + Annual Insp. =
17	<b>DPW Water Department</b> 1 Franey Road Wheel Chair Lift (#274-W-368)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
18	<b>Somerville High School</b> 81 Highland Ave. Wheel Chair Lift (#274-W-357)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
19	<b>Somerville High School</b> 81 Highland Ave. Wheel Chair Lift (#274-W-358)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
20	<b>Traffic &amp; Parking</b> 133 Holland St Wheel Chair Lift (#274-W-397)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
21	<b>West Somerville Neighborhood School</b> 177 Powderhouse Rd. Wheel Chair Lift (#274-W-279)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
22	<b>Healey School</b> 5 Meacham St. Wheel Chair Lift (#274-W-311)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
23	<b>East Somerville School</b>  Passenger Elevator (# NOT NEEDED Jan 2013-Dec 2013 State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
			<b><u>TOTAL COST</u></b>	\$ _____



**ELEVATOR MAINTENANCE & SERVICE  
BID SHEET, JANUARY 1, 2014 TO DECEMBER 31, 2014**

This bid includes addenda number: \_\_\_\_\_

A. Total proposal contract price is \_\_\_\_\_  
(includes annual inspection cost) *spell contract price here*

B. The sub-division of the proposed contract price is as follows:

	Location	Monthly Cost	12-month total	Subtotal Monthly x 12 + Annual Insp. =
1	<b>Argenziano School</b> 290 Washington St. Passenger Elevator (#274-P-380)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
2	<b>Capuano School</b> 150 Glenn St Passenger Elevator (#274-P-342)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
3	<b>Central Library</b> 79 Highland Ave. Passenger Elevator (#274-P-881)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
4	<b>City Hall</b> 93 Highland Ave. Passenger Elevator (#274-P-91)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
5	<b>Dilboy Stadium</b> Alewife Brook Parkway Passenger Elevator (#274-P-374)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
6	<b>Edgerly Education Center</b> 8 Bonair St. Passenger Elevator (#274-P-223)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
7	<b>Healey School</b> 5 Meacham St. Passenger Elevator (#274-P-304)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____

	Location	Monthly Cost	12-month total	Subtotal Monthly x 12 + Annual Insp. =
8	<b>Kennedy School</b> 5 Cherry St. Passenger Elevator (#274-P-310) State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
9	<b>Powderhouse School</b> 1060 Broadway Passenger Elevator (#274-P-23)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
10	<b>Public Safety Building</b> 220 Washington St Passenger Elevator (#274-P-193)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
11	<b>Somerville High School</b> 81 Highland Avenue Passenger Elevator (#274-P-89)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
12	<b>Somerville High School</b> 81 Highland Avenue Passenger Elevator (#274-P-90)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
13	<b>West Somerville Neighborhood School</b> 177 Powderhouse Rd. Passenger Elevator (#274-P-275)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
14	<b>Winter Hill Community School</b> 115 Sycamore St. Passenger Elevator (#274-P-177)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
15	<b>City Hall Annex</b> 50 Evergreen St LULU Lift (#274-L-274)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
16	<b>City Hall</b> 93 Highland Ave. Wheel Chair Lift (#274-W-426)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____

	Location	Monthly Cost	12-month total	Subtotal Monthly x 12 + Annual Insp. =
17	<b>DPW Water Department</b> 1 Franey Road Wheel Chair Lift (#274-W-368)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
18	<b>Somerville High School</b> 81 Highland Ave. Wheel Chair Lift (#274-W-357)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
19	<b>Somerville High School</b> 81 Highland Ave. Wheel Chair Lift (#274-W-358)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
20	<b>Traffic &amp; Parking</b> 133 Holland St Wheel Chair Lift (#274-W-397)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
21	<b>West Somerville Neighborhood School</b> 177 Powderhouse Rd. Wheel Chair Lift (#274-W-279)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
22	<b>Healey School</b> 5 Meacham St. Wheel Chair Lift (#274-W-311)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
23	<b>East Somerville School</b>  Passenger Elevator (#TBD)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
			<b><u>TOTAL COST</u></b>	\$ _____

**ELEVATOR MAINTENANCE & SERVICE  
BID SHEET, JANUARY 1, 2015 TO DECEMBER 31, 2015**

This bid includes addenda number: \_\_\_\_\_

- A. Total proposal contract price is \_\_\_\_\_  
(includes annual inspection cost) *spell contract price here*
- B. The sub-division of the proposed contract price is as follows:

	Location	Monthly Cost	12-month total	Subtotal Monthly x 12 + Annual Insp. =
1	<b>Argenziano School</b> 290 Washington St. Passenger Elevator (#274-P-380)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
2	<b>Capuano School</b> 150 Glenn St Passenger Elevator (#274-P-342)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
3	<b>Central Library</b> 79 Highland Ave. Passenger Elevator (#274-P-881)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
4	<b>City Hall</b> 93 Highland Ave. Passenger Elevator (#274-P-91)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
5	<b>Dilboy Stadium</b> Alewife Brook Parkway Passenger Elevator (#274-P-374)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
6	<b>Edgerly Education Center</b> 8 Bonair St. Passenger Elevator (#274-P-223)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
7	<b>Healey School</b> 5 Meacham St. Passenger Elevator (#274-P-304)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____

	Location	Monthly Cost	12-month total	Subtotal Monthly x 12 + Annual Insp. =
8	<b>Kennedy School</b> 5 Cherry St. Passenger Elevator (#274-P-310) State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
9	<b>Powderhouse School</b> 1060 Broadway Passenger Elevator (#274-P-23)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
10	<b>Public Safety Building</b> 220 Washington St Passenger Elevator (#274-P-193)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
11	<b>Somerville High School</b> 81 Highland Avenue Passenger Elevator (#274-P-89)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
12	<b>Somerville High School</b> 81 Highland Avenue Passenger Elevator (#274-P-90)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
13	<b>West Somerville Neighborhood School</b> 177 Powderhouse Rd. Passenger Elevator (#274-P-275)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
14	<b>Winter Hill Community School</b> 115 Sycamore St. Passenger Elevator (#274-P-177)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
15	<b>City Hall Annex</b> 50 Evergreen St LULU Lift (#274-L-274)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
16	<b>City Hall</b> 93 Highland Ave. Wheel Chair Lift (#274-W-426)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____

	Location	Monthly Cost	12-month total	Subtotal Monthly x 12 + Annual Insp. =
17	<b>DPW Water Department</b> 1 Franey Road Wheel Chair Lift (#274-W-368)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
18	<b>Somerville High School</b> 81 Highland Ave. Wheel Chair Lift (#274-W-357)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
19	<b>Somerville High School</b> 81 Highland Ave. Wheel Chair Lift (#274-W-358)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
20	<b>Traffic &amp; Parking</b> 133 Holland St Wheel Chair Lift (#274-W-397)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
21	<b>West Somerville Neighborhood School</b> 177 Powderhouse Rd. Wheel Chair Lift (#274-W-279)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
22	<b>Healey School</b> 5 Meacham St. Wheel Chair Lift (#274-W-311)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
23	<b>East Somerville School</b>  Passenger Elevator (#TBD)  State of MA, Annual Inspection	\$ _____	\$ _____  \$ _____	\$ _____
			<b><u>TOTAL COST</u></b>	\$ _____