

REQUEST FOR BIDS

Elevator Maintenance

DUE: NOVEMBER 10TH, 2021

**NEWTON HOUSING AUTHORITY
32 LIBERTY STREET
NEWTON, NJ 07860
TELEPHONE: 973-383- 5191**

Legal Advertisement

REQUEST FOR BIDS

The Newton Housing Authority, New Jersey will accept bids for the following services:

ELEVATOR MAINTENANCE

It is the Housing Authority's desire to retain a duly qualified, competent, and capable contractor to maintain perform various services. All services must be in accordance with the existing laws, rules, orders, directives and regulations governing these services and supplies.

All persons interested in submitting a proposal for any of these services should contact the Newton Housing Authority in order to receive a copy of the formal Request for Bids. The RFB specifies the scope of the services and the requirements for submitting proposals.

All bids must be submitted to the office of the Newton Housing Authority 32 Liberty Street, Newton, New Jersey on or before November 10th, 2021, by 10:00 AM. The building is available for inspection between the hours of 11:00 AM to 4:00 PM, Monday to Friday.

The Housing Authority reserves the right to reject any and all bids/proposals received for this work. It also reserves the right to terminate the vendor, for convenience, at any time during the term of the contract.

This solicitation is being made as "Fair and Open" in accordance with N.J.S.A. 40A:19A-20.4 et seq.

WILLIAM F. SNYDER
Executive Director

ELEVATOR MAINTENANCE SPECIFICATIONS

FURNISH STANDARD ELEVATOR MAINTENANCE ON THE FOLLOWING EQUIPMENT:

32 Liberty Street, Newton, New Jersey 2 Hydraulic Elevator Cars

The contract shall be for a period of 24 months – beginning January 1, 2022 and ending December 31, 2024.

The following specifications will be incorporated by reference in any specification, if any, provided by the contractor. They will be made an integral part of the agreement with the contractor and are intended to supplement, but in no way limit, the terms and conditions of the agreement. Should there be a conflict between any part of these specifications and those of the contractor's specifications, these specifications will take precedence.

Scope of Work

The contractor shall maintain the efficiency, safety and speeds as specified and designed by the manufacturers of the equipment at all times, including acceleration, retardation, contract speed in feet per minute with or without full load, floor to floor time, and door opening and closing time. the contractor shall provide engineering data, including diagrams, to prove that they conform with the specifications.

Maintain all elevator equipment as hereinafter describe on the terms and conditions subsequently set forth:

Work Included

1. The successful contractor under this contract shall maintain the entire elevator equipment as hereinafter describe on terms and conditions set forth. Only trained personnel directly employed and supervised by the successful bidder shall be used. These personnel shall be qualified to keep the equipment properly adjusted and shall use all means available to maintain the elevators in proper and safe operating condition.
2. The contractor shall regularly and systematically examine, adjust, clean, lubricate, furnish lubricants, and when conditions warrant, repair or replace machine, motor generator and controller parts, including worm gears, all fuses, thrust bearings, brake magnet coils, brake shoes, brusher, windings, commutators rotating elements, coils, contacts resistors, magnet frames, controllers, selectors, leveling devices, operation devices and other mechanical and electrical parts.
3. The contractor shall regularly and systematically examine, adjust, lubricate and conduct no load bi-annual safety tests as required, and when conditions warrant, repair or replace the below described wearing parts of the controller, selector, relay panel, door operator, generator and motor, limited to:

replacing rectifiers, timer devices, brushes, shunts and condensers; door operator motors, belts, chains, door operator; shaft way limit switch contacts and rollers; pit and buffer switches and contacts; car top and shaft way stopping switches and contacts; cr guide shoe gibs and/or guide rollers; car door rollers, safety edge and switch, cable compounds, safety edge, cable and electric eye equipment; car and

hall push buttons, indicator sockets and indicator light bulbs and station contacts; replacement of brake linings, cooling contacts and braids; pins, linkages, selector gears and sprockets; governor jackets; pit cross supports and beams; buffer springs; chain guards; solid state components; dispatching resistors, transformers, leads, dash pots, computer devices and selector; governor frame, limit switches rollers, counterweight frame, guards, braces, crosshead, header, car sling, load-weighting equipment, hoist way riser and bx wiring; motor room wiring, slack cable device, brush rigging, brush holders, machine beams, steel strut supports, stiles, steady plates, car door gibs, kick up and eccentric rollers, and cable shackles.

4. The contractor shall repair or replace and maintain locally a supply of genuine manufacturer's parts sufficient for the normal maintenance and repair of the elevators. Such parts shall include but shall not be limited to controller parts including coils, contacts, relays, carbons, copper and silver contacts where contacts are renewable, contact insulations, contact springs and shunts for any of the switches of the controller, brake, governor, interlocks, limit switches, etc., brushes for motor generator sets, door motor replacements.
5. The contractor shall keep the guide rails properly cleaned and when necessary, renew guide shoe rollers to insure smooth and quiet operation.
6. The contractor shall periodically examine, repair and adjust all safety devices and governors as required
7. The contractor shall regularly clean, maintain and repair all the hatchway equipment, including rails, pit sheaves, car top, safety devices, hatch doors, hangars and every access door between elevator cars and to the elevator cars.
8. The contractor shall repair or replace power unit, pump and motor including valves, relief valves, pilot lowering leveling and check valves, v-belts, strainers, springs and gaskets, relays, timers, magnet frames, bearings, packing and packing glands, slack cable switch and drum limit. The contractor shall also maintain hydraulic fluid at proper operating levels.
9. The contractor shall furnish lubricants as recommended by the manufacturer.
10. The contractor shall also examine, lubricate, adjust, repair and/or replace the following accessory equipment except relamping:
car position indicator, interlocks, hall lanterns, car and hoist way hatchway door hangers and rollers, car exhaust fans, car and hoist way door operations, car emergency alarms, door safety guides and safety edges.
11. The contractor or third party hired by the contractor, shall test and inspect each elevator under the conditions of a full load if necessary to determine its safe capacity, once every six months in January and July. A written report of each of these bi-annual inspections and tests shall be provided to the Newton Housing Authority. The report shall be submitted on UCC form F-310 or and other form as may be required by an agency having jurisdiction.
12. The contractor will be responsible for all damage to elevators due to their negligence for not maintaining elevator machinery.
13. The contractor is to provide 24-hour emergency service including Saturdays, Sundays, holidays, etc., each day per year.
14. The response time to emergency calls to be no longer than three (3) hours
15. Monthly maintenance must be performed on each elevator. A logbook shall be maintained at each site indicating the time and date of the minimum monthly preventative maintenance calls and all other repair calls. Failure to perform regular monthly preventative maintenance will be grounds for non-payment of the monthly fee and grounds for termination of the contract.

Special Note for Services

1. A work or service order slip indicating what specific work was performed, number of hours and material used, shall be left with the manager or superintendent of the building or his designee. said work or service order slip shall be signed by the vendor's employee and countersigned by a member of the building staff.
2. Upon the award of contract, the successful contractor shall submit a written schedule indicating time, dates and nature of preventive maintenance service that shall be performed for approval by the Newton Housing Authority. A copy of said schedule shall be posted conspicuously in the machine room of each building under contract and filled in by the technician after performing each service.

Special Note of Materials

Any material and/or equipment used by the contractor in the course of maintenance and service of the elevators must be compatible with existing materials and equipment now in service.

It is understood that you are not required to make renewals of repairs, necessitated by reason of negligence or misuse of the machinery, apparatus, or car. You shall not be required to install new attachments or make special safety tests on the elevator as recommended or directed by insurance companies, government state or municipal, or other authorities.

You shall not be held responsible or liable for any loss, damage, detention, or delay caused by strikes, lockouts, or by any other cause, which is unavoidable, or beyond your reasonable control, or for consequential damage arising from such causes.

Insurance

A satisfactory certificate of insurance for general liability must be furnished to the authority, with suitable provisions providing notice to the authority in the event of cancellation, in the amount of \$500,000.00 basic coverage and \$1,000,000.00 umbrella coverage.,

Other Required Submittals

The contractor must submit a copy of their New Jersey Business Registration Form, insurance certificate, a listing of references and subcontractors with their bid.

Bid Opening

All bids will be publicly opened and read aloud on the date and time listed in the advertisement for bids. this solicitation for bids is being made as a fair and open process in compliance with NJSA 19:44a-20.4 et seq.

Newton Housing Authority
32 Liberty Street
Newton, New Jersey 07860
Telephone: 973-383-5191

ELEVATOR MAINTENANCE

Bid Proposal Form

Date:

Name:

Address:

Telephone #

Prices:

# of car	Address	2022 Price:	2023 Price
2	32 Liberty Street		

Other Costs (Itemize)

Total Price:

Signature/Title

Date:_____