



**Kansas City, Kansas
Housing Authority**

1124 North Ninth Street
Kansas City, KS 66101-2197
(913) 281-3300 FAX (913) 279-3428

REQUEST FOR PROPOSALS (RFP)

for

**FULL SERVICE ELEVATOR MAINTENANCE
and REPAIR SERVICES**

Attachment A

Statement of Work

FULL SERVICE ELEVATOR MAINTENANCE & REPAIR SERVICES

ATTACHMENT A – STATEMENT OF WORK

I. INTENT OF SPECIFICATIONS

The Contractor shall provide full service elevator maintenance and repair services for Kansas City, Kansas Housing Authority (KCKHA).

II. STATEMENT OF WORK

- A. The Contractor shall provide all labor, material, repair parts, emergency repair and preventive maintenance required to maintain the elevators described herein and their respective equipment components in accordance with the original manufacturer's design specifications, operational efficiencies, and capacities.
- B. Owner reserves the right to add and/or delete (with 30 days notice) equipment as may be required during the contract period at negotiated rates.
- C. Maximum allowable response time for any given elevator is 6 hours from the time the call for service is placed. Maximum allowable down time for any given elevator is 24 hours. Owner understands there may be concessions due to parts availability, etc., and those incidents will be handled individually. Owner reserves the right to utilize another source, without affecting contract provisions, should Contractor not perform within this time period.

III. CONTRACT TERM

The initial contract term shall be for a period of five (5) effective from date of award. Owner reserves the right to extend the contract term for three (3) additional one (1) year periods. Such nominations of extensions will be made no later than ninety (90) days from termination date.

IV. PRICING

Price quoted will be allowed to be adjusted annually, effective at the anniversary date of the agreement, based on the percentage of change in the straight time hourly labor cost for elevator examiners in the Kansas City metropolitan area. Such adjustments, if any, shall be provided to the Owner no later than thirty (30) days from then anniversary date. Owner reserves the right to negotiate reductions in the quoted price(s) at any time during any contract period term. ALL prices shall be F.O.B. destination.

V. AWARD

Award will be made to the lowest **responsible** and **responsive** bidder. In determining the lowest responsible, responsive bidder, in addition to price, Owner shall consider quality, delivery time, payment terms, warranties, safety, availability of parts, cost of maintenance, suitability of components offered, options available and suitability of the product offered for the intended use, as well as the capacity, character, integrity, and reputation of the bidder and any past experience with the product offered of the bidder. Owner reserves the right to reject any and all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the Owner's best interest.

VI. BILLING

Invoices submitted against the contract shall include contract number, invoice date, service location, and date of service. Billing to include detail description of services performed, summary of parts used (if any) and steps taken to correct malfunction.

Submit invoices to: Kansas City, Kansas Housing Authority
1124 North 9th Street
Kansas City, KS 66101

VII. CONTACT

The contact representative for all maintenance and repair service will vary \by location. A list will be provided at time of contract award, and will be adjusted during contract period, as warranted.

VIII. EXAMINATION OF BID DOCUMENT AND WORK SITES

Contractors shall determine for themselves the conditions and circumstances effecting requirements of the included work by personal examinations of each included item of equipment and equipment system, building area, all bid documents and by such other means as they may choose that are acceptable to Owner. The submission of a bid will be considered conclusive evidence that the contractor has made such examinations and investigations, and that the contractor fully understands and is satisfied as to the conditions to be encountered, the character, quantity, quality and scope of work, and the requirements of the bid documents. Respondents must request a site visit through the KCKHA Maintenance Department office at (913) 281-3300 x480. Site visits will be arranged between the hours of 9:00 a.m. to 3:00 p.m. weekdays. Site visits that are not pre-arranged will be dismissed.

IX. ELEVATOR AND ELEVATOR EQUIPMENT SERVICES

A. TRACTION ELEVATORS

The Contractor shall provide a preventive maintenance program to deliver service tailored to the buildings specific needs. Equipment type, component life, equipment usage, and building environment will be taken into account when planning routine short and long term maintenance schedules and records for each elevator. The units will be provided with devices to monitor equipment usage. Industry Standard work processes will be used.

All equipment, materials and installation shall conform to: ANSI, A17.1 The American National Standard Safety Code for Elevators, Dumbwaiters, Escalators, and Moving Walks, ANSI, A17.2 American Standard Practice for the Inspection of Elevators, Inspectors Manual, and National Fire Protection Association (NFPA) code.

The contractor will use trained, licensed personnel directly employed and supervised by them. They will be qualified to keep the equipment properly adjusted, and they will use all reasonable care to maintain the elevator equipment in proper and safe operating condition.

1. The contractor will regularly and systematically examine, adjust, lubricate as required, and if conditions warrant, repair or replace:
 - a. Machine, worm, gear, thrust bearings, drive sheave, drive sheave shaft bearings, brake pulley and brake coil, contact, linings and component parts.
 - b. Motor and motor generator, motor windings, rotating element, commutator, brushes, brush holders and bearings.
 - c. Silicon control rectifiers, reactors, filters, heat sinks, amp traps, transducers and all control components.
 - d. Controller, selector and dispatching equipment, all relays, solid state components, resistors, condensers, transformers, contacts, leads, dash pots, timing devices, computer and micro computer devices, steel selector cable or tape and mechanical and electrical driving equipment.
 - e. Governor, governor sheave and shaft assembly, bearings, contacts and governor jaws.
 - f. Deflector or secondary sheave, bearings, car and counterweight guide rails, top and bottom limit switches, governor tension sheave assembly, compensating sheave assembly, counterweight and counterweight guide shoes including rollers or gibs.
 - g. Hoistway door interlocks and hangers, bottom door guides and auxiliary door closing devices.
 - h. Automatic power operated door operator, car door hanger, car door contact, door protective device, load weighing equipment, car frame, car sling, car safety mechanism, platform, wood platform flooring, elevator car guide shoes, gibs or roller.

The Contractor will also:

- i. Examine monthly all safety devices and governors and conduct annual no-load test, and each fifth year perform a full-load, full-speed test of safety mechanism, overhead speed governors, car and counterweight buffers. The car balance will be checked, and the governor set. If required, the governor will be calibrated and sealed for proper tripping speed.
- j. Load weighing devices will be calibrated after annual and five year safety tests.
- k. Renew all wire ropes as often as is necessary to maintain an adequate factor of safety; equalize the tension on all hoist and compensation ropes, and shorten ropes and chains as required to provide legal and reasonable bottom clearances.
- l. Repair or replace conductor cables and hoistway and machine room elevator wiring as required
- m. Furnish lubricants and hydraulic fluid compounded to the manufacturer's rigid specifications. Contractor will furnish the Utilities Contract Coordinator copies of the M.S.D.S. for all materials stored on-site.

The Contractor shall also maintain, and if conditions warrant, repair or replace the following auxiliary equipment with the OWNER Contract Coordinator's prior approval:

- n. Emergency lighting, batteries, trickle charger and related wiring and components.
 - o. Elevator Management Systems, Consoles, CRT's keyboards, wiring and components and all other devices associated with these systems. (Only those systems and devices directly related to Elevator Communication.)
 - p. Fire Emergency Operation and elevator operating devices (Only those systems and devices directly related to the Elevator System).
 - q. Emergency Power Operation and elevator operating devices (Only those systems and devices directly related to the Elevator System).
 - r. All handicap devices that are part of the elevator system.
 - s. All elevator related earthquake devices.
2. The Contractor shall make all repairs necessary due to normal wear and tear. The Owner shall pay for repairs due to abuse or misuse and shall retain the right to obtain competitive prices for repairs of this nature. The Contractor shall notify Owner in advance of such needed repairs and shall provide a written estimate of cost.
 3. The Contractor shall notify Owner in advance of any suggested and/or required upgrades, and shall provide a written estimate of cost. Owner shall retain the right to obtain competitive prices for items of this nature.
 4. The Contractor shall have no responsibility for the following items of elevator equipment, which are not included in this contract:

Car enclosure (including removable panels, door panels, car gates, plenum chambers, hung ceilings, light diffusers, light tubes and bulbs, handrails, mirrors, carpets, flooring); hoistway enclosure; hoistway gates, doors, frames and sills, main line disconnects or line side feeders.

B. HYDRAULIC ELEVATORS

The Contractor shall provide a preventive maintenance program to deliver service tailored to the buildings specific needs. Equipment type, component life, equipment usage, and building environment will be taken into account when planning routine short and long term maintenance schedules and records for each elevator. The units will be provided with devices to monitor equipment usage. Industry Standard work processes will be used.

All equipment, materials and installation shall conform to: ANSI, A17.1 The American National Standard Safety Code for Elevators, Dumbwaiters, Escalators, and Moving Walks, ANSI, A17.2 American Standard Practice for the Inspection of Elevators, Inspectors Manual, and National Fire Protection Association (NFPA) code.

The Contractor will use trained, licensed personnel directly employed and supervised by them. They will be qualified to keep the equipment properly adjusted, and they will use all reasonable care to maintain the hydraulic elevator equipment in proper and safe operating condition.

1. The Contractor will regularly and systematically examine, adjust, lubricate as required, and if conditions warrant, repair or replace:
 - a. Pumps, pump motors, operating valves, valve motors, motor windings, leveling valves, plunger, plunger packing, exposed piping and hydraulic fluid tanks.
 - b. Controller, leveling devices and cams, all relays, magnet frames, solid state components, resistors, condensers, transformers, contacts, leads, timing devices, resistance for operating and motor circuits, operating circuit rectifiers.
 - c. Hoistway door interlocks, hoistway door hangers, bottom door guides, auxiliary door closing devices and hoistway switches.
 - d. Automatic power operated door operator, car door hanger, car door contract, door protective device, car frame, car ventilation system platform, wood platform flooring, in the elevator car, car guide rails, car guide shoes, gibs or rollers.
 - e. Filters, mufflers and muffler components.

The Contractor will also:

- f. Examine monthly, all safety devices and conduct pressure tests and other tests required by ANSI A17.1 or other applicable codes.
- g. Repair or replace conductor cables, elevator hoistway wiring and machine room elevator wiring.
- h. Furnish lubricants and hydraulic fluid compounded to the manufacturer's rigid specifications. Contractor will furnish the OWNER Contract Coordinator copies of the M.S.D.S. for all materials stored on-site.
- i. In Accordance with the manufacturer's specifications, conduct an analysis hydraulic fluid to detect contaminants and assure proper viscosity and make necessary corrections and replace

fluid as required. A copy of the findings shall be furnished the OWNER Contract Coordinator within thirty (30) calendar days of the analysis.

- j. Clean excessive fluid leakage from pump pans, cylinder heads, machine room and pit floors.

The Contractor shall also maintain, and if conditions warrant, repair or replace the following auxiliary equipment with the OWNER Contract Coordinator's prior approval:

- k. Emergency lighting, bulbs, batteries, trickle charger and all related wiring and components.
 - l. Elevator Management Systems, Consoles, CRTs keyboards, wiring and components and all other devices associated with these systems. (Only those systems and devices directly related to Elevator Communication.)
 - m. Fire Emergency Operation and elevator operating devices (Only those systems and devices directly related to the Elevator System).
 - n. Emergency Power Operation and elevator operating devices (Only those systems and devices directly related to the Elevator System).
 - o. All handicap devices that are part of the elevator system.
 - p. All elevator related earthquake devices.
2. The Contractor shall make all repairs necessary due to normal wear and tear. The Owner shall pay for repairs due to abuse or misuse and shall retain the right to obtain competitive prices for repairs of this nature. The Contractor shall notify the Owner in advance of such needed repairs and shall provide a written estimate of cost.
 3. The Contractor shall notify Owner in advance of any suggested and/or required upgrades, and shall provide a written estimate of cost. Owner shall retain the right to obtain competitive prices for items of this nature.
 4. The Contractor shall have no responsibility for the following items of elevator equipment, which are not included in this contract:

Car enclosure (including removable panels, door panels, car gates, plenum chambers, hung ceilings, light diffuses, light tubes and bulbs, handrails, mirrors, carpets, tile flooring); hoistway gates, doors, frames and sills; casings and buried piping. Cylinders and plungers shall not be included

X. TESTS AND REPORTS

- A. Yearly inspection and report: Contractor shall conduct, annually a non-load, low speed test of elevator car and counter weight safeties, a test of buffers and safety device tests and a hydraulic elevator pressure relief valve test as required by ANSI A 17 code. Every fifth year, contractor shall conduct a rated load, rated speed safety test and a test of governors safeties and buffers. The result of each test shall be delivered to the OWNER Contract Coordinator in writing within fourteen (14) days of date of test.

- B. Annual performance evaluation and report: Contractor warrants that it shall conduct annual evaluations of equipment performance, including car speed, door operations, riding quality, car leveling, floor to floor time and system operation, including traffic handling response time and step indexing. The result of the evaluation and report shall be delivered to the OWNER Contract Coordinator in writing within thirty (30) days of test.
- C. Contractor reports – Operation problems: Contractor shall immediately communicate verbally and in writing within two (2) days to the OWNER Contract Coordinator the discovery, cause and correction of all potential operational problems of an unusual or potentially hazardous nature that the contractor becomes aware of. A letter is to be sent to the Facilities Department Representative stating causes and corrective action.
- D. Contractor operation records: Contractor shall maintain schedules, operations logbooks, inventory lists, equipment specifications and drawings which describe the elevator installations covered by these specifications and the services performed. These documents shall be made available to the OWNER Contract Coordinator upon request. Contractor records must be furnished in paper form.

XI. INFORMATION LIBRARY REQUIREMENTS

The contractor shall have and maintain, for the duration of the contract period, a reference library consisting of manufacturer's equipment maintenance schedules, equipment schematics, layouts, parts list, etc., and other basic information needed to properly maintain the included elevator systems. Upon termination of the contract, OWNER shall become sole owners of these records.

XII. PERSONNEL QUALIFICATIONS

- A. Only trained and Licensed service technicians shall be used to perform repairs and maintenance services stipulated in this contract. Service Technicians assigned by the contractor must be fully qualified in all aspects of maintenance to be performed, including repairs that may become necessary during the term(s) of this contract.
- B. The Contractor shall have and maintain backup technicians who are qualified in all respects of equipment repair and services requirements to assume the responsibilities for the maintenance of the included elevator systems.
- C. During the performance of maintenance services, all employees of the Contractor shall display a Company issued picture ID badge and the assigned technicians shall wear approved uniforms to be provided by the Contractor. Uniforms are to bear the Contractor's emblem and the technician's name. Uniforms shall be maintained in clean and serviceable condition. The wearing of a uniform is to identify the technician with the Contractor's organization.

XIII. SUPERVISION AND ADMINISTRATION

- A. The Contractor agrees to maintain complete accurate records of ALL maintenance services performed, repairs made, and replacement parts used and billed for during the period of this contract. Maximum use shall be made of the preventive maintenance program to identify and forecast routine elevator and elevator equipment maintenance requirements. All equipment defects and deviations from normal operating characteristic and specifications shall be recorded on the preventive maintenance services.
- B. The Contractor agrees to furnish the Facilities Department Contract Coordinator, a copy of each work order and that work order shall be annotated with the name of the persons authorizing the work, the scope of the work, and the nature of the original complaint and/or problem with the recommended corrective actions to be taken by the contractor.

XIV. WORKING HOURS AND RESPONSE TIME

- A. All routine work shall be performed during regular working hours and days. Regular working hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, holidays excluded. The Contractor shall respond to requests for services within two (2) hours of notification of an emergency during regular working hours. The Contractor shall respond within three (3) hours during other than regular working hours and days. Response, as defined herein, shall mean that a serviceman shall be on the job site and prepared to work within the indicated time frame after being notified by Owner.
- B. This contract includes 24-hour call back service to be furnished on request of Owner, to take care of minor and/or major elevator malfunction detected between scheduled maintenance examinations. Call back response times shall be as indicated in paragraph "A" above. Overtime shall require prior approval from the Contract Coordinator.
- C. Any conditions that impede the normal flow of traffic or can potentially negatively impact the health, safety and welfare of the public or Owner employees will be considered as an emergency. Calls for emergency service must be responded to in person within two (2) hours. Service will be required twenty-four (24) hours a day, seven (7) days a week, holidays included. When a person is stuck in an elevator, response time shall be no longer than forty-five (45) minutes.

XV. TOLL-FREE TELEPHONE

The contractor shall provide to the Owner, if necessary, a toll-free telephone number for contacting the contractor's office during normal and non-duty hours and during non-duty and holidays, twenty-four (24) hours per day, seven (7) days per week.

XVI. QUALIFICATIONS OF BIDDERS

- A. All respondents on this project shall have an active organization specializing in the field of providing full service elevator maintenance work as described in this Request for Proposal.
- B. The organization must employ a minimum of four (4) technicians specializing in this general type of work for the past five (5) consecutive years. All bidders must complete and submit, with the bid, the General Qualifications Questionnaire provided herein. (Attachment C)
- C. The contractor or authorized representatives shall be available upon request for joint inspections with representatives of the KCKHA. Unsatisfactory maintenance and/or repair services, as determined by the KCKHA Representative, which is not corrected after notification, may result in immediate notice of cancellation of the contract. ALL services performed shall be subject to inspection and approval of the KCKHA.

EXCEPTIONS:

Note: Respondent must sign the appropriate statement below, as applicable:

- () Respondent understands and agrees to all terms, conditions, requirements, and specifications stated herein.

Firm: _____

Signature: _____

- () Respondent takes exception to terms, conditions, requirements, or specifications stated herein (Respondent must itemize all exceptions below, and return with this RFP submittal):

(Attach additional sheets, if necessary.)

Vendors should note that any exceptions taken from the stated terms and or specifications may be cause for their submittal to be deemed "Non-responsive", risking the rejection of their submittal.