



CITY OF SOUTH PORTLAND

Invitation to Bid

Multi-Year Elevator Testing & PM Contract – Bid #12-18

Sealed bids for a five-year, annually renewable contract with the South Portland School District for Elevator systems testing and preventative maintenance as specified below under work specifications, will be received by the City Purchasing Agent, 25 Cottage Road, South Portland, Maine until 2:00 P.M., Monday, July 24, 2017, at which time they will be publicly opened and read aloud. Proposals received after that date and time will not be considered.

Requested bid information shall be submitted on this form in sealed envelopes, plainly marked “Bid #12-18 Multi-Year Elevator Testing and PM Contract” and shall be addressed to the purchasing agent at the above address.

Questions regarding this bid should be directed to Russ Brigham, Director of Buildings and Grounds at 207-871-0565 Ext. 3016 or cell #207- 415-3931.

The SCHOOL may consider informal, any bid not prepared and submitted in accordance with the provisions hereof, and may waive any informalities in, or reject, any and all bids. Any bid may be withdrawn prior to the scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within sixty (60) days after the actual date of the opening thereof.

At the time of the opening of bids, each bidder will be presumed to have inspected the site and to have read and to be thoroughly familiar with the Plans and Contract documents including all addenda. The failure or omission of any bidder to examine the site or to receive any form, instrument, or document shall in no way relieve any bidder from any obligation in respect to his bid.

The Contractor shall make his proposal from his own examinations and estimates, and shall not hold the SCHOOL, its agents, employees or independent engineer or his agents, hired by the SCHOOL, responsible for or bound by any schedule. If any error in any plan, drawing, specification or direction, relating to anything to be done under this contract, comes to his knowledge, he should report it at once to the SCHOOL.

Any item of material, equipment or labor not mentioned in these specifications, but which is required to complete specified work, must be included in the bid by the bidder.

SITE VISIT

Before submitting proposals, bidders are required to visit all of the schools for the purpose of familiarizing themselves with all existing conditions and take inventory of the count & number of devices, equipment, heads, valves, etc. Failure to visit the job site may be grounds for rejection by the SCHOOL of a submitted bid. Job site reviews must be scheduled through the Building & Grounds office by calling Katie Durkee @ 871-0555x485 and will only be scheduled for after July 4th, 2017.

QUALIFICATION OF BIDDERS

The SCHOOL may make such investigation as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the SCHOOL all such information and data for this purpose as the SCHOOL may request. The SCHOOL reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the SCHOOL that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted. The SCHOOL may require pre-qualification data from bidders unknown to it.

The contract will be awarded to the lowest responsible bidder complying with the conditions of the Invitation for Bids, provided his bid is reasonable and it is to the interest of the SCHOOL to accept it. The bidder to whom the award is made will be notified at the earliest possible date. The SCHOOL, however, reserves the right to reject any and all bids and to waive any informality in bids received, and to accept any bid whenever such rejection, waiver or acceptance is in the interest of the SCHOOL. The SCHOOL also reserves the right to reject the bid of a bidder who has previously failed to perform

properly or complete on time contracts of a similar nature, or a bid of a bidder who is not in a position to perform the contract. To better ensure fair competition, and to permit a determination of the lowest bidder, bids obviously unbalanced may be rejected by the SCHOOL at its discretion. Additional qualifications are listed as follows:

- The contractor must have access to the variety of parts and components used in the different systems throughout the district.
- The contractor must have an office/service facility within 40 miles of the City of South Portland.
- The contractor must have a 3 hour or less response time from time of notice.
- The contractor must have enough service staff to perform all testing and repair all existing systems in the schools within a month of notification for inspections, within one week for repairs, and within one day for emergencies unless there are forces of nature or other such uncontrollable events.
- All personnel provided by the Contractor shall comply with all federal, State, and local laws, ordinances, rules and regulations, and licensing requirements, all applicable court orders, all South Portland School Department (SPSD) directives, and all SPSD Policies and Procedures. All personnel provided by the Contractor must be licensed, trained and certified appropriate for their positions and functions.
- Submissions shall include Job descriptions of current technical staff along with their license and certification information to support above requirements.

AGREEMENT/CONTRACT

The successful bidder will be required to sign a standard SCHOOL contract. See attached Agreement (Pages A – C).

INSURANCE

The successful bidder shall agree to save the SCHOOL harmless from all losses, costs or damages caused by his acts or those of his agents and will provide a certificate of insurance for Public Liability and Automobile Liability coverage in the amount of not less than \$1,000,000.00 combined single limit for personal or bodily injury, death and property damage, protecting the contractor and the SCHOOL from all such claims, and Worker's Compensation Insurance. The SCHOOL disclaims any and all responsibility for injury to contractors, their agents or others while examining the job site or at any other time. See Section 4 of attached Agreement.

EXEMPTION FROM SALES TAX

Materials and equipment purchased for permanent installation in this project will be exempt from the State sales tax. Each bidder shall take this exemption into account in calculating his bid price for the work.

PERMITS AND LICENSES

All permits and licenses necessary for the prosecution of the work shall be secured and paid by the bidder.

MATERIALS AND APPLIANCES

The successful bidder shall furnish all labor, materials, and equipment necessary to do this work as specified in a workmanlike and orderly manner and all work shall be performed in accordance with the best trade practice.

GUARANTEE OF LABOR, MATERIALS AND EQUIPMENT

Bidder must guarantee to replace or repair at no cost or expense to the SCHOOL, all work, materials and fixtures that prove to be defective at anytime during the period of one year from the date of completion of work under this bid.

PROTECTION AND RESTORATION OF PROPERTY

All waste material shall be removed from the site and area left clean upon completion of work. Any equipment or building structure damaged by successful bidder shall be repaired or replaced to the satisfaction of the owner.

STATUTORY REQUIREMENTS IN GENERAL

All work to be furnished to the SCHOOL shall be performed with equipment, methods, and use of personnel in conformance with the pertinent Occupational Safety and Health Act Requirements of all existing and future State and Federal laws.

It is the custom of the SCHOOL of South Portland to pay its bills within 20 to 30 days following delivery of and receipt of invoices for all items covered by the purchase order. In submitting bids under the attached specifications, bidders should

take into consideration all discounts, both trade and time, allowed in accordance with the above payment policy. All bidders should quote net prices, therefore, exclusive of all Federal Excise Taxes.

The SCHOOL of South Portland, Maine reserves the right to waive all informalities in bids, to accept any bid or any portion thereof, or to reject any or all bids should it be deemed in it's best interest to do so. Except as otherwise required by law or as specifically provided to the contrary herein, the award of this bid shall be governed by the City's purchasing ordinance.

Colleen C. Selberg
Purchasing Agent

WORK SPECIFICATIONS

SCOPE:

This is a comprehensive testing and preventative maintenance contract. It will up to the bidder to ensure that all existing conditions are checked and the system is known to the contractor such that he will be able to utilize his/her experience and knowledge to provide a program that will not only ensure all required testing & inspections are completed when required, but will also provide a preventative maintenance plan with tasks and schedule to ensure minimal repairs or replacements are needed. This in turn will save money for both the Contractor and the SCHOOL.

Elevator Testing: The Contractor will provide licensed trained technicians who will perform periodic functional testing & inspection of all Elevator systems in all buildings throughout the South Portland School District. This periodic testing and inspections shall meet all Federal, State, and Local requirements for safety and certification. The contractor shall provide qualified licensed personnel as defined by the standards for elevator testing requirements and the current Occupational Safety and Environmental Health Manual. The qualified personnel should possess the knowledge of all applicable Federal, State, and Local code requirements during inspection and testing of systems.

Elevator System Preventative Maintenance: The Contractor shall provide a system review during each testing and exercise components as needed to ensure system reliability. The Contractor is responsible for the repair or replacement of system devices and components and labor for regular preventative maintenance tasks as based on the Contractors experience and manufacturers recommended PM procedures to maintain the system to meet the proper operating parameters as installed. This work would be scheduled during normal working hours as necessary. This work shall also include the time needed to test and ensure the proper operation of the fire alarm system interface, i.e.; smoke detector operation.

SCHEDULING: Available start date of work shall be July 30th, 2017. All work as described above in scope of work shall be scheduled with the maintenance department for any building to have Elevator system inspection, testing, preventative maintenance or repair work completed. All work shall be cost at regular time unless specifically approved prior to work commencing. An annual plan for each building will be provided within 30 days after the award of the contract and each year thereafter by July 1st. This annual plan will show all of the tasks required with target dates for each school throughout the year.

DAMAGE ASSESSMENT: All damage to school property by contractor shall be repaired by the contractor. Prior to the commencement of any work, the contractor will meet with the Director of Building and Grounds or designee to perform a property inspection. Any property damage or issues will be noted, and a report will be generated. A copy will be provided to the contractor, the Business Manager and the Director of Building and Grounds. After the work has been completed, the contractor or contractor's representative shall meet with the Director of Buildings and Grounds or designee to survey the same property for any related damage. Repairs must be completed prior to work acceptance and submittal of final invoice, unless contractor and the Director have agreed on another completion schedule.

PENALTY: Should contractor fail to perform services in accordance with this contract the SCHOOL may choose to complete this work, and charges for such work completion shall be charged to the contractor and said charges may be deducted from payments to contractor under the agreement.

INSURANCE: A liability insurance policy protecting the South Portland School Department against claim for damages because of bodily injury, including death and property damage which may arise as a result of and/or during operations by the subcontractor, or any subcontractor either directly or indirectly employed by the contractor, shall be carried by the successful bidder. The School Department disclaims responsibilities for damages of all kinds.

Elevator Bid Maintenance Requirements

1. Elevator inventory:
 - Small Elementary (1 unit)
 - Skillin Elementary (1 unit)
 - Mahoney Middle School (1 unit)
 - Kaler Elementary (1 unit)

- Brown Elementary (1 unit)
 - Memorial Middle School (1 unit)
 - South Portland High School (4 units)
2. SPSD is responsible for paying the State Inspector for the Annual State Inspections.
 3. SPSD will be responsible for paying the annual State of Maine Certificate Fees.
 4. Witnessing the annual smoke detector recall testing is included.
 5. Equipment repairs and parts replacement are included for preventative and routine maintenance. Repairs would only be included if the equipment failed due to normal life expectancy in which case it should be in one of the PM tasks provided in the bid.
 6. "Equipment costs" are the costs for any owned or rented equipment that you need to charge us for, i.e.; a lift or crane, etc.
 7. If replacement of defective part becomes obsolete during the five year contract, the contractor is not liable for replacement of the part unless it is within the part's warranty or if it is part of the equipment/system warranty that the part resides in.
 8. The monthly Fire Service key test is done by SPSD personnel and recorded in the machine rooms.

Contract Bid Form

Please provide your costs for each building. These costs should be broken down into two categories, the costs for all inspections and testing requirements, and the cost for Preventative Maintenance activities.

Building	Testing/Inspections	Preventative Maintenance	Totals
Small Elementary			
Skillin Elementary			
Mahoney Middle			
Kaler Elementary			
Brown Elementary			
Memorial Middle			
High School			
Totals	\$	\$	\$

Total RFP Bid:

\$

Rates/Fees for Work Outside of Contract

Description	PRICE		
	POSITION 1	POSTION 2	POSITION 3
Position Title	_____		
Hourly rate regular	_____		
Hourly rate overtime	_____		
Hourly rate Sunday	_____		
Hourly rate Holiday	_____		

Description	PRICE
Travel rate (mileage)	_____

Equipment Costs		
	\$ _____	per _____
	\$ _____	per _____
	\$ _____	per _____

Please describe each of your testing activities for the various elevators and the frequency they will be done.

<u>List of Testing/Inspection activities</u>	<u>Frequency</u>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Please describe each of your PM activities for the various elevators and the frequency they will be done.

<u>List of Preventative Maintenance activities/tasks for next 5 years</u>	<u>Frequency</u>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Bidder: _____
(Corporation, Firm or Company)

By: _____
(Officer, Authorized Individual or Owner)

Print Name: _____

Title: _____

Mailing Address: _____

Zip Code _____ DATE: _____

Telephone: _____ Fax: _____

E-Mail: _____

NOTE: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid.

SOUTH PORTLAND SCHOOL DEPARTMENT

AGREEMENT

THIS AGREEMENT is made this ____ day of _____ 2018, by and between the CITY OF SOUTH PORTLAND SCHOOL DEPARTMENT, a municipal corporation existing under the laws of the State of Maine and located in the County of Cumberland, State of Maine (hereinafter "SCHOOL"), and **VENDOR NAME:** _____, **ADDRESS:** _____ **AND EIN #** _____ (hereinafter "CONTRACTOR"), _____

WITNESSETH:

In consideration of the mutual covenants and conditions contained herein, the SCHOOL and the CONTRACTOR agree as follows:

SPECIFICATIONS:

The CONTRACTOR shall furnish all of the material and perform all of the work described in the Work Specifications section of the bid above entitled: **Bid #12 Multi-Year Elevator Testing & Preventative Maintenance Contract** for the South Portland School Department and contractors proposal dated _____, which are attached hereto as **Exhibit A** and made a part hereof, and the CONTRACTOR covenants that it shall do everything required by this Agreement as **Exhibit A**, in return for payment as provided herein.

COMPLETION DATE:

1. The work to be performed under this Agreement shall be started on or before **July 30th, 2017** and fully completed **upon completion of contract terms** as described in cost proposal. Provided however, the Contractor shall not be liable for delays in performance that are caused in whole or in part by the SCHOOL, third parties over which the Contractor does not have the legal right to control or forces de majeure. The period of performance shall be extended by the period of delay contemplated herein.

CONTRACT PRICE:

2. The SCHOOL shall pay the CONTRACTOR for the performance of the Agreement the sum of \$ _____ inclusive of all expenses for the term of the contract.

SCHOOL'S RIGHT TO TERMINATE CONTRACT:

3. If the CONTRACTOR should be adjudged a bankrupt, or if it should make a general assignment for the benefit of creditors, or if a receiver should be appointed on account of its insolvency, or if it should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to supply enough properly skilled workmen or proper materials, or if it should fail to make prompt payment to subcontractors or for material or labor, or persistently disregard laws, and ordinances, or otherwise be guilty of a substantial violation of any provision of the Agreement, then the SCHOOL when sufficient cause exists to justify such action, may, without prejudice to any other right or remedy and after giving the CONTRACTOR, and his surety, seven (7) days written notice, terminate the employment of the CONTRACTOR and take possession of the premises and of all materials, tools and appliances thereon and finish the work by whatever method it may deem expedient. In such case the CONTRACTOR shall be paid for services satisfactorily rendered through the effective date of termination hereunder.

CONTRACTOR'S LIABILITY INSURANCE:

4. The CONTRACTOR shall not commence work under this Agreement until he has obtained all insurance required under this paragraph and such insurance has been reasonably approved by the SCHOOL, nor shall the CONTRACTOR allow any subcontractor to commence work on his subcontract until all similar insurance required of subcontractor has been so obtained and reasonably approved.

It is a requirement that the SCHOOL be named as an Additional Insured on the General Liability and Automobile Liability policies.

- (a) **Commercial General Liability** to include products and completed operations, and blanket contractual. The limits of liability shall be as follows:

Bodily Injury and Property Damage	\$1,000,000
Personal Injury and Advertising Injury	\$1,000,000
Per Project Aggregate	\$1,000,000
General Aggregate	\$2,000,000
Products and Completed Operations Aggregate	\$2,000,000
Medical Payments	\$10,000

(b) **Business Automobile Liability**

The CONTRACTOR shall maintain and cause all sub-contractors and lower tier contractors to maintain business automobile liability insurance covering all owned, non-owned, leased, rented or hired automobiles (symbol 1). The limits of liability shall be as follows:

Bodily Injury and Property Damage	\$1,000,000
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Automobile physical damage coverage shall be at the option of the CONTRACTOR, all sub-contractors and lower tier contractors. The SCHOOL shall not be liable for physical loss or damage to any owned, non-owned, leased, rented or hired automobile unless caused by SCHOOL's negligence.

(c) **Workers' Compensation Insurance**

The CONTRACTOR shall maintain and cause all sub-contractors and lower tier contractor's to maintain Workers' Compensation and Employers Liability in accordance with the laws and regulations of the State of Maine. The limits of liability provided shall be as follows:

Coverage A:	Statutory
Coverage B:	\$100,000/\$500,000/\$100,000

(d) **Professional Liability**

If the CONTRACTOR is an Architect, Engineer or Surveyor, they shall maintain a policy of insurance to pay on their behalf whatever amounts that may become legally required to pay on account of an error, omission or negligent act.

Limits of Liability shall be as follows:

\$1,000,000 per occurrence and in the aggregate site specific.

It is a requirement that this policy be maintained for a period of three (3) years following completion of the project.

- (e) **Certificates of Insurance** of the types and in the amounts required shall be delivered to the SCHOOL prior to the commencement of any work by the CONTRACTOR
- (f) The Certificate of Insurance and the policies of insurance shall include a sixty (60) day notice to the SCHOOL of cancellation, non-renewal or material change in coverage or form.
- (g) It is required that the SCHOOL be named as an Additional Insured on the General Liability and Automobile Liability policies.
- (h) The CONTRACTOR and his surety shall indemnify and save harmless the SCHOOL, his officers and employees from all suits, actions or claims of any character brought because of any injuries or damage received or sustained by any person, persons or property on account of the operations of the said CONTRACTOR; or on account of or in consequence of any neglect in safeguarding the work; or through use of unacceptable materials in construction

of the work; or because of any act or omission, neglect, or misconduct of said CONTRACTOR; or because of any claims or amounts recovered from any infringements or patent trademark, or copyright; or from any claims or amounts arising or recovered under the "Workmen's Compensation Act" or of any other law, ordinance, order or decree.

(i) Waiver of Subrogation

Payment of any claim or suit or any insurance company on behalf of the SCHOOL shall not constitute a waiver of subrogation against the CONTRACTOR, sub-contractors or any lower tier contractor in the event that such claim or suit was caused by or contributed to as a result of the negligent acts of the CONTRACTOR, any sub-contractors or lower tier contractors.

DAMAGES:

5. The CONTRACTOR shall defend, indemnify and save harmless the SCHOOL and all persons acting for or in behalf of it against all claims for injuries (including death), loss or damage, arising out of the CONTRACTORS negligent acts or omissions in its performance of this contract.

ASSIGNMENT:

6. Neither party to the Agreement shall assign the Agreement or sublet it as a whole without the written consent of the other, nor shall the CONTRACTOR assign any moneys due or to become due to it hereunder, without the previous written consent of the SCHOOL.

SUBCONTRACTS:

7. The CONTRACTOR shall not sublet any part of this Agreement without the written permission of the SCHOOL. The CONTRACTOR agrees that it is as fully responsible to the SCHOOL for the acts and omissions of its subCONTRACTORS and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by it.

PAYMENTS:

8. The SCHOOL shall make payments on account of the Agreement as follows:

CONTRACTOR shall submit an invoice to the SCHOOL upon completion of the work. The SCHOOL shall pay each invoice within 30 days upon satisfactory completion and acceptance by the SCHOOL.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

SCHOOL OF SOUTH PORTLAND, MAINE

BY: _____ BY: _____
Witness

CONTRACTOR

BY: _____ BY: _____
Witness