



GRANT COUNTY
DEPARTMENT OF FACILITIES & MAINTENANCE
P O Box 37
EPHRATA WA 98823
(509) 754-2011 EXT-3276
FAX (509) 754-6007

INVITATION FOR BID (IFB)

ELEVATOR MAINTENANCE

IFB #FM15S01 Bid Due: March 23, 2015 by 4:00 PM PST

ANNOUNCEMENT

Grant County Facilities is soliciting competitive proposals from qualified vendors to procure maintenance and repair services for campus elevators.

A. SCOPE/PURPOSE

The purpose of this IFB is to furnish maintenance and repair services to campus elevators as required in the specifications included in this IFB. To be considered responsive, Vendor must meet the following mandatory requirements:

- Experience in Public Agency environment
- 24 hour per day and 7 days per week service
- Fast response time, as specified
- Assign mechanic with a min 5 years' experience
- Demonstrate technical expertise with hydraulic elevators
- Maintain local parts inventory
- Maintain Insurance and provide criminal background checks on employees

The purpose of this IFB is to award a contract to the vendor whom best meets the needs of Grant County.

B. INSTRUCTIONS TO VENDORS

It is the vendor's sole responsibility to read this IFB thoroughly before submitting a bid. Not complying with requirements could be cause for rejection of a proposal.

1. FORM OF BID

To receive consideration, bids must be legible and shall be made on the form provided herein. Bids must be filled out in ink or with electronic printer or other similar office equipment and properly signed by an authorized representative of the vendor. All changes and/or erasure shall be initialed in ink. Unsigned bids will be rejected on opening. However, Grant County may accept such bids if it is determined that satisfactory evidence was submitted prior to opening date

TOM GAINES
FACILITIES & MAINTENANCE MANAGER
TGAINES@GRANTCOUNTYWA.GOV

and time which clearly indicates the vendor's desire to be bound by his/her bid such as a signed cover letter.

2. **MANDATORY PRE-BID MEETING & WALK THROUGH**

A mandatory pre-bid meeting with site walk through will be held at the time and location indicated below. Mandatory attendance by Vendor's representative from any company intending to submit bid is required in order for the bid to be considered responsive. If changes are required as a result of the meeting a written addenda will be issued.

Wednesday, March 3rd, 2015 at 10:00 AM PST
Facilities Office
37 C street NW
Ephrata WA, 98823

NOTE: Assistance for disabled, blind or hearing-impaired persons who wish to attend are available with pre-agreement. Contact Grant County's representative identified in Section I.B.4. to make arrangements.

3. **HOW TO SUBMIT A BID**

Interested vendors shall access bid documents via Grant County's Website: www.grantcountywa.gov under the link "request for bids" all information, amendments and questions regarding this IFB will be located under this link

**Grant County Courthouse
June Strickler, Administrative Services Coordinator
Grant County Commissioners' Office
PO Box 37 / 35 C Street NW
Ephrata, WA 98823**

***** FAXED BIDS WILL NOT BE ACCEPTED. *****

It is the sole responsibility of the vendor to assure his/her bid is received no later than Monday, March 23, 2015 in a sealed envelope no later than 4:00 PM PST as indicated by the time stamp located in the Grant County Commissioners Office.

4. **QUESTIONS/CONTACTS**

Questions regarding this IFB must be received by Grant County via email no later than March 9th 2015 4 P.M. PST

Bidder is to cc Grant County's Primary Contact on all questions directed to the Technical Contact.

Primary Contact:

Questions regarding IFB Submission:

Tom Gaines
tgaines@grantcountywa.gov
509-754-2011 x 3276

June Strickler.
jstrickler@grantcountywa.gov
509-754-2011 x2937

All questions must be submitted in writing, citing the particular IFB section and paragraph number. Depending upon the nature of the inquiry and the response, copies of the questions and responses will be posted as an Addendum to the IFB the website indicated in item #3 "How to Bid".

5. TIMETABLE

Invitation to Bid Posted to Grant County Web Site	Feb. 17, 2015
Pre-bid Conference and Walk Through	March 3, 2015
Final date for questions	March 9, 2015
Bid responses due	March 23, 2015
Contract awarded	April 2, 2015

GRANT COUNTY reserves the right to revise the above timeline as necessary.

6. COST OF BIDS

GRANT COUNTY is not liable for any cost incurred by Bidders in the preparation and presentation of their bids.

7. WITHDRAWAL OF BIDS

Any bidder may withdraw its bid upon written request at any time prior to the date and time set for opening.

8. DEFINITION OF TERMS

GRANT COUNTY, PURCHASER, BUYER,

Grant County Courthouse

CONTRACTOR, FIRM, VENDOR, BIDDER, OR SELLER: Person, Vendor, or Corporation submitting bid.

Clean

For pits: broom clean with concrete free of accumulation, residues and stains.

For Car Tops: Wiped clean with damp rag containing cleaner.

For Hoistways: Clean of graffiti, drippings, human hair, accumulated dust, oil, and grime on any surface. Contractor may request assistance from Grant County staff for removal of soil accumulation that occurred prior to commencement of contract if contractor provides lock/out and tag/out services.

For Machine Room: Machinery oil and grim free, controls free of dust and dirt. Routine painting of gear when needed. No visible litter or soiling.

BID COORDINATOR

Tom Gaines, Facilities Manager

PM Preventative Maintenance – any activity, including service designed to extend the service life and improve the usefulness and quality of the elevator, including routine repair, performance assurance, diagnostics, routine maintenance, reliability centered maintenance, predictive maintenance, lubrication, adjustment, calibration performed, installation of field change orders or engineering change orders recommended by the manufacturer, and diagnostics by qualified service technicians and/or mechanics. Preventive maintenance does not include repair of part or system that has already failed.

L&I Washington State Department of Labor & Industries

Vandalism Intentional harm to elevators caused by persons.

Misuse Heavy use of the elevator that damages or accelerates wear beyond normal wear and tear. It is not intentional or malicious harm.

II. SPECIAL TERMS AND CONDITIONS

A. INFORMALITIES

Grant County reserves the right to waive bid informalities it deems insignificant enough to be cause for considering a bid non-responsive. Alternate services not meeting listed specifications will not be considered insignificant. Such proposals must be marked "ALTERNATE" if submitted.

B. AWARD

It is the intent of Grant County to award a contract to the lowest responsive and responsible Bidder. The determination as to the award of the contract shall include, in addition to conformity to specifications, references and price, the following considerations:

Grant County expressly reserves the right to negotiate, prior to an award, any Contract that may result from this IFB.

1. The ability, capacity, and skills of the Bidder to perform the contract or provide the service required. The character, integrity, reputation, judgment, experience, and efficiency of the Bidder.
2. Whether the Bidder has the capability and the capacity to perform the assignment(s) specified.
3. The quality of performance and compliance on previous contracts.
4. Previous and existing compliance by the bidder with statutes, codes, and regulations.

5. Such other information as may be secured having a reasonable bearing on the decision to award the contract.
6. Safety records – as available from Labor and Industry (L & I) or other appropriate agencies.
7. The qualifications of the personnel to be assigned.
8. The maintenance discount offered, expressed as a percent, if an elevator is renovated during the contract period by the owner to meet current applicable codes.

Upon request, a bidder shall submit evidence of:

Financial resources
Technical resource personnel
Relevant experience
Other relevant factors

Final award will be based upon the lowest bid that best meets the specified needs of and offers the most benefit to GRANT COUNTY. It is Grant County's sole responsibility to award a contract.

C. PROPRIETARY INFORMATION

Any documents or information which the vendor believes is exempt from public disclosure pursuant to Chapter 42.17.310 RCW shall be clearly identified by vendor and placed in a separate envelope marked with proposal number, vendor's name, and the words "proprietary data" along with a statement of the bases for such claim of exemption. Grant County's sole responsibility shall be limited to maintaining the above data in a secure area and to notify vendor of any request(s) for disclosure within a period of five (5) years from date of award. Failure to so label such materials or failure to provide a timely response after notice of request for public disclosure has been given shall be deemed a waiver by the vendor of any claim that such materials are, in fact, so exempt.

D. EVALUATION/SCORING

A team designated by Grant County will evaluate bids. Bidders may be contacted during the evaluation process to request clarification, to discuss and review technical points, an interpretation of the financial data, and/or proposed substitute terms and conditions contained in Bidder's bid response.

Initial screening and technical evaluation of bids will be based upon ability of the Bidder to meet the mandatory requirements and provide the services as specified herein. If during the evaluation process Grant County determines that a particular mandatory requirement may be modified or waived and still allow the County to obtain services that substantially meet the intent of this IFB, the mandatory requirement may be modified or waived for all Bidders and all bids will be re-evaluated in light of the change. Note: careful consideration should be given by all Bidders when initially reviewing this IFB and any modifications should be discussed during the Pre-Bid meeting.

E. CANCELLATION OR REJECTION OF BIDS

In the event of a cancellation of a competitive solicitation or if all bids are rejected, all vendors will be notified by mail, facsimile or electronic means by Grant County.

F. PRICING

Unless otherwise specified in writing by the bidder, pricing must be held firm for 60 days after opening date specified.

Vendor is to use the form titled: PRICING, which is attached to this IFB. Additional information may be submitted on a separate page, attached to the pricing form. Failure to comply with this requirement may be cause for rejection of your proposal.

G. DEBRIEFING CONFERENCE AND PROTEST PROCEDURE

All vendors submitting bids in accordance with this IFB will be provided a "Notice of Intent to Award" via email upon completion of the final evaluations by Grant County. The following process for protest and debriefing is available to vendors who have submitted a bid in accordance with this IFB.

1. Optional Vendor Debriefing: Vendors who have submitted a bid in accordance with this IFB may request an optional debriefing conference to discuss the evaluation of their response. The request must be made in writing within three (3) business days from receipt of the "Notice of Intent to Award". Requests are to be sent to Grant County's contact person as identified in section B. 2. of the IFB. Vendors must be available to attend the debriefing conference held in Ephrata, Washington or participate in a telephone conference all within three (3) days of their request.

The debriefing will not include any comparisons between the vendors bid and any other bids submitted; however, Grant County will attempt to address all questions and concerns in this debriefing.

2. Protest Procedures: The following process for protest is available to vendors who have submitted a bid in accordance with this IFB and who have additionally received a debriefing conference in accordance with section H.1. above. Protests are to be sent to Grant County's contact person as identified in section B.2. of the IFB within three (3) business days of the vendor debriefing conference.

The only grounds for protest are:

- a. Errors were made in computing the score;
- b. Grant County failed to follow the procedures established in the solicitation documents, or applicable state or federal laws or regulations;
- c. Bias, discrimination, or conflict of interest on the part of an evaluator.

Protests not based on these criteria will not be considered.

The vendor's protest will be responded to by Grant County's Facilities Manager, prior to execution of any subsequent contract.

(H-P) excluded

Q. ESTABLISHED BUSINESS

To be considered responsive, vendor must, at the time of proposal opening, be an established business firm with all required licenses, bonding, facilities, equipment, and trained personnel necessary to perform the work as specified in this solicitation. Failure to comply with this requirement may be cause for rejection of your proposal.

R. OSHA and WISHA

Contractor agrees to comply with conditions of the Federal Occupational Safety and Health Act of 1970 (OSHA) and, if manufactured or stored in the State of Washington, the Washington Industrial Safety and Health Act of 1973 (WISHA) Chapter 19.28 RCW and WAC 296-24 and the standards and regulations issued there under and certifies that all items furnished and purchased under this order will conform to and comply with said standards and regulations. Contractor further agrees to indemnify and hold harmless Grant County from all damages assessed against Grant County as a result of contractor's failure to comply with the acts and standards there under and for the failure of the items furnished under this order to so comply.

S. WARRANTIES

All materials, equipment, and/or services provided under this contract shall be fit for the purpose(s) for which intended, for merchantability, and shall conform to the requirements and specifications herein. All parts installed by Contractor during the course of a subsequent contract shall have no less than one (1) - year manufacturer's warranty.

T. INDEMNIFICATION

Contractor agrees to indemnify and hold harmless Grant County against all liability, loss or damages which may arise as a result of contractor's negligence, or other wrongful actions or omission in the performance of the contract.

U. INSURANCE

General Requirements:

Contractor shall, at their own expense, obtain and keep in force insurance as follows until completion of the contract. Within fifteen (15) calendar days of receipt of notice of award, the contractor shall furnish evidence in the form of a Certificate of Insurance satisfactory to Grant County that insurance, in the following kinds and minimum amounts has been secured. Failure to provide proof of insurance, as required, will result in contract cancellation.

Contractor shall include all subcontractors as insureds under all required insurance policies, or shall furnish separate Certificates of Insurance and endorsements for each subcontractor. Subcontractor(s) must comply fully with all insurance requirements stated herein. Failure of

subcontractor(s) to comply with insurance requirements does not limit Contractor's liability or responsibility.

All insurance provided in compliance with the contract shall be primary as to any other insurance or self-insurance programs afforded to or maintained by Grant County.

1. Specific Requirements:

a. Employers Liability (Stop Gap): Contractor will at all times comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable and will maintain Employers Liability insurance with a limit of no less than \$1,000,000.00. Grant County will not be held responsible in any way for claims filed by the contractor or their employees for services performed under the terms of a contract.

b. Commercial General Liability Insurance: The contractor shall at all times during the term of this contract, carry and maintain commercial general liability insurance and if necessary, commercial umbrella insurance for bodily injury and property damage arising out of service provided under a contract. This insurance shall cover such claims as may be caused by any act, omission, or negligence of the contractor or its officers, agents, representatives, assigns, or servants.

The insurance shall also cover bodily injury, including disease, illness, and death and property damage arising out of the contractor's premises/operations, independent contractors, products/completed operations, personal injury and advertising injury, and contractual liability (including the tort liability of another assumed in a business contract), and contain separation of insureds (cross liability) conditions.

Contractor waives all rights against Grant County for the recovery of damages to the extent they are covered by general liability or umbrella insurance.

The limits of liability insurance shall not be less than as follows:

Each Occurrence	\$1,000,000
General Aggregate Limits (other than Products-Completed Operations Limit)	\$2,000,000
Products-Completed Operations Limit	\$2,000,000
Fire Damage Limit (any one fire)	\$50,000
Medical Expense Limit (any one person)	\$5,000

c. Business Auto Policy (BAP): In the event that services delivered pursuant to this contract involve the use of vehicles, or the transportation of clients, automobile liability insurance shall be required. The coverage provided shall protect against claims for bodily injury, including illness, disease and death; and property damage caused by an occurrence arising out of or in consequence of the performance of this service by the contractor, subcontractor, or anyone employed by either.

Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a combined single limit not less than \$1,000,000 per occurrence. The business auto liability shall include Hired and Non-Owned coverage.

Contractor waives all rights against Grant County for the recovery of damages to the extent they are covered by business auto liability or commercial umbrella liability insurance.

d. Additional Provisions: Above insurance policies shall include the following provisions:
(1) Additional Insured: Grant County shall be named as an additional insured on all general liability, umbrella, excess, and property insurance policies. All policies shall be primary over any other valid and collectable insurance.

(2) Notice of policy(ies) cancellation/non-renewal: For insurers subject to RCW 48.18 (admitted and regulated by the Washington State Insurance Commissioner) a written notice shall be given to Grant County forty-five (45) calendar days prior to cancellation or any material change to the policy(ies) as it relates to a contract.

For insurers subject to RCW 48.15 (Surplus Lines) a written notice shall be given to Grant County twenty (20) calendar days prior to cancellation or any material change to the policy(ies) as it relates to a contract.

If cancellation on any policy is due to non-payment of premium, Grant County shall be given a written notice ten (10) calendar days prior to cancellation.

(3) Identification: Policy(ies) and Certificates of Insurance must reference Grant County's Purchase Order/Project Name.

(4) Insurance Carrier Rating: The insurance required above shall be issued by an insurance company authorized to do business within the State of Washington. Insurance is to be placed with a carrier that has a rating of A- Class VII or better in the most recently published edition of Best's Reports. Any exception must be reviewed and approved by Grant County's Risk Manager, by submitting a copy of the contract and evidence of insurance before contract commencement. If an insurer is not admitted, all insurance policies and procedures for issuing the insurance policies must comply with Chapter 48.15 RCW and 284-15 WAC.

(5) Excess Coverage: The limits of all insurance required to be provided by the contractor shall be no less than the minimum amounts specified. However, coverage in the amounts of these minimum limits shall not be construed to relieve the contractor from liability in excess of such limits.

(6) Employee Dishonesty bond rider is required.

V. CRIMINAL BACKGROUND CHECKS

Contractor will conduct criminal background checks on all personal assigned by the Contractor to provide services on Grant County's premises. Updated checks must be conducted every two (2) years after initial execution of the contract.

W. REFERENCES

Bidder shall furnish a minimum of three (3) references for which bidder has provided maintenance services to governmental and private entities. See form titled REFERENCES.

IV. CONTRACT REQUIREMENTS

A. TERM

The initial term of the contract shall be two (2) years from date of execution of a final contract. The contract may, at the option of Grant County, be extended for additional one-year terms for a total contract term not to exceed five years, provided written notice of each extension is given to the Contractor prior to the expiration date of the current contract. Said options will only be exercised upon satisfactory performance and by mutual consent of both parties, and evidenced in writing signed by both parties. Grant County reserves the right to extend this contract at the existing rates for 90 – 180 days at the end of any one (1) year period, to finalize contract extension or rebid if proposed increase is not acceptable.

Updated insurance certificate with Employee Dishonesty bond rider will be required each year. In addition, every two (2) years updated criminal background checks will be required for all staff providing service to Grant County.

B. PREVAILING WAGE

1. Contractor shall pay the prevailing rates of wages to all workers, laborers, or mechanics employed in the performance of any part of the Work in accordance with RCW 39.12 and the rules and regulations of the Department of Labor and Industries. The schedule of prevailing wage rates for the locality or localities of the Work, as determined by the Industrial Statistician of the Department of Labor and Industries can be found at the following website:
www.lni.wa.gov/TradesLicensing/

2. Before commencing the Work, Contractor shall file a statement under oath with Owner and with the Director of Labor and Industries certifying the rate of hourly wage paid and to be paid each classification of laborers, workers, or mechanics employed upon the Work by Contractor and Subcontractors. Such rates of hourly wage shall not be less than the prevailing wage rate. Arbitration decision shall be final and conclusive and binding on all parties involved

3. Disputes regarding prevailing wage rates shall be referred for arbitration to the Director of the Department of Labor and Industries. Certifying, the rate of hourly wage paid and to be

paid each classification of laborers, workers, or mechanics employed upon the Work by Contractor and Subcontractors. Such rates of hourly wage shall not be less than the prevailing wage rate.

4. Disputes regarding prevailing wage rates shall be referred for arbitration to the Director of the Department of Labor and Industries. The arbitration decision shall be final and conclusive and binding on all parties involved in the dispute as provided for by RCW 39.12.060.

5. Each Application for Payment submitted by Contractor shall state that prevailing wages have been paid in accordance with the pre-filed statement(s) of intent, as approved. Copies of the approved intent statement(s) shall be posted on the job site with the address and telephone number of the Industrial Statistician of the Department of Labor and Industries where a complaint or inquiry concerning prevailing wages may be made. Grant County shall retain a sum equal to five (5) percent for each application for payment.

6. In accordance with chapter 296-127 WAC, Contractor shall pay to the Department of Labor and Industries the currently established fee(s) for each statement of intent and/or affidavit of wages paid submitted to the Department of Labor and Industries for certification.

C. INSURANCE

Vendor will be required to provide proof of insurance reference Section III.U.; prior to working on Grant County's premises. Vendor must maintain current insurance throughout contract period.

D. PRICE ADJUSTMENT

Pricing shall remain firm-fixed for the initial contract period of two (2) years according to the rates submitted on original bid documents. These rates must cover all contractual requirements. No additional charges may be added to the contract after the original bid has been submitted.

Proposed price increases will be negotiated at time of yearly contract extension. Contractor shall provide a minimum of forty-five (45) days written notice of any proposed price increases. All proposed price increases MUST be substantiated. Acceptable documentation and/or evaluation sources are union benefits or hourly rate increase from prevailing wage or published indices (CPI or PPI). Increased rates due to code enforcement regulations shall not be allowed.

Labor shall be deemed to be 85% of the contract value or as stipulated in bid. Proposed price increases would be based upon increases per the L & I prevailing wage rate for elevator constructors, mechanic and mechanic in charge classifications. An alternative would be a substantiated union increase.

Material shall be deemed to be 15% of the contract value or as stipulated in bid. Proposed price increases shall be based on Producer Price Index CC1144-0214.

E. INVOICING AND PAYMENT

Services may be invoiced and payment remitted in the actual month that the services are rendered. Vendors should submit pricing based on Net 30 terms, with additional discounts available for early payments if offered. Any discounts shall appear on the invoice statement, on the same page that the amount owed is noted. Payment shall be due to Contractor within 30 days after receipt of a properly completed invoice unless an early payment discount applies to the contract. Grant County is capable of meeting an aggressively early payment schedule if warranted by the discount offered.

Vendor shall submit consolidated monthly invoice clearly showing flat monthly rate and a separate invoice for repairs or service performed on time and material basis. Time and material repairs must have prior approval by the Facilities Manager. Copies of actual repair and service visits to each elevator shall accompany the invoice or be provided to the County for the invoice period prior to invoicing. These records shall provide evidence of maintenance and service to the equipment, and prove compliance with the contract. The records may be electronic if vendor furnishes access information on the invoice.

The County reserves the right to withhold payment if the mandatory L & I repairs are not completed as required per the annual inspection reports.

Vendor shall submit one (1) complete and original invoice to:

Grant County Courthouse
Facilities & Maintenance
37 C street NW
Ephrata WA, 98823

F. CANCELLATION

Any Contract resulting from this solicitation may be terminated under the following conditions:

1. A lapse or loss of required bonding and/or insurance.
2. Grant County shall have the option to cancel the contract at any time for performance that is not in compliance with all the requirements and specifications stated herein. Unsatisfactory performance shall include, but not be limited to: continuous late arrival, poor service with multiple call-backs or multiple damage claims to campus property, arrives with incomplete equipment to handle job, and/or non-availability of service.
3. For violation of any federal, county or state law/regulations, including, but not limited to: theft of any campus employee or County property; consumption of alcoholic beverages, illegal drugs; or conduct violating the policies of GRANT COUNTY.

Bonding and insurance must remain in effect through the official termination date of the Contract.

G. REMEDIES UPON DEFAULT

In any case, where the Vendor has failed to deliver or has delivered non-conforming goods or services, Grant County shall provide a "Notice to Cure". If after notice, the Vendor continues to be in default, Grant County may procure goods and services as substitution from another source and charge the cost difference to the defaulting Vendor.

H. TERMINATION FOR CONVENIENCE

When it is in the best interest of Grant County, the County may terminate this Contract, in whole or in part, with sixty (60) calendar days' written notice to the Vendor. Invocation of the Termination for Withdrawal of Authority or Termination for Non-allocation of Funds sections shall be deemed a Termination for Convenience but will not require such sixty (60) calendar days' written notice. If this Contract is so terminated, Grant County is liable only for payments required by the terms of this Contract for goods and services received and accepted by the Grant County up to the effective date of termination. In the event of a breach by Vendor of any of the provisions of this contract, Grant County reserves the right to cancel and terminate this contract forthwith upon giving oral or written notice to Vendor. Vendor shall be liable for damages suffered by Grant County resulting from Vendor's breach of contract.

I. TERMINATION FOR CONFLICT OF INTEREST

GRANT COUNTY may terminate this Contract by written notice to the Contractor if Grant County determines, after due notice and examination, that any related party has violated chapter 42.52 RCW (Ethics in Public Service) or any other laws regarding ethics in public acquisitions and procurement or performance of contracts. In the event that this Contract is terminated for conflict of interest, Grant County shall be entitled to pursue the same remedies against the Vendor as it could pursue in the event the Contractor breaches this Contract.

J. RECORD OF PURCHASES/AUDITS

Contractor shall keep a record of all goods ordered under this Contract and upon request, supply GRANT COUNTY FACILITIES with a report of services performed and units serviced. Grant County reserves the right to audit the Contractor's records for compliance with Contract terms, conditions, and pricing. An unfavorable audit may be considered a breach of the Contract and Grant County, at its sole discretion, may provide the Contractor an opportunity to correct the negative finding(s) or cancel the Contract immediately.

K. MATERIAL SAFETY DATA SHEETS (MSDS)

Vendor must furnish material safety data sheets and product labeling information where required by Federal and State law for all applicable items no later than 10 days following award and in advance of the use of any new product. Provide updates as issued.

L. CONTRACTOR IDENTIFICATION & GRANT COUNTY REGULATIONS OBSERVED

1. All employees of the selected contractor assigned to the campus shall be attired in uniform and have prominently displayed nametags and identification.
2. All personnel of the selected contractor shall observe all campus traffic and parking regulations.
3. THE Grant County campus is essentially a non-smoking campus with smoking allowed in designated areas only. All personnel of the selected contractor shall observe all campus smoking regulations.

M. PROPERTY DAMAGE

Contractor shall be responsible for restoring, repairing or replacement of any portion of the premises or facilities which are damaged by Contractor. Contractor is expected to resolve property damage issues within ninety (90) days. Any damage by Contractor may be repaired by GRANT COUNTY at its option and the cost shall be offset against monies due. Costs for damages and/or losses of campus property to buildings caused by Contractor's employees will be the sole responsibility of the contractor. Excessive damage claims for campus property may be grounds for cancellation.

N. INDEMNIFICATION

Contractor shall protect, indemnify and hold GRANT COUNTY harmless from and against any damage, cost or liability for any or all injuries to persons or property arising from acts or omissions of contractor, its employees, agents, or subcontractors, in performance of a purchase order/contract resulting from this solicitation, howsoever caused. Contractor will not be held responsible for GRANT COUNTY acts or omissions.

O. WAIVER

A failure by either party to exercise its rights under the any purchase order/contract resulting from this solicitation shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under the resulting contract unless stated to be such in writing and signed by authorized representatives of the parties and attached to the original purchase order/contract.

P. WORKER'S COMPENSATION INSURANCE AS REQUIRED BY WASHINGTON STATE AND FEDERAL LAWS

The Contractor must hold GRANT COUNTY, its officers, agents and employees harmless from any liability under the Act.

Q. IMMUNITY FROM LIABILITY

Every person who is part to the resulting Contract is hereby notified and agrees that Grant County and its agents are immune from liability and suit for or from the contractor's activities involving third parties and arising from any Contract which may result from this solicitation.

R. FORCE MAJEURE

Whenever a Contractor's place of business, mode of delivery, of source of supply has been disrupted by strike, acts of God, or any other disruption, it shall be the Contractor's responsibility to promptly notify GRANT COUNTY. GRANT COUNTY reserves the right to cancel all orders with the Contractor on file and place the said orders with an alternate source without any penalty or damages for breach.

S. MEDIATION

A qualified elevator consultant acceptable to both parties may be retained by GRANT COUNTY to mediate any disputes. An attempt to resolve disputes through mediation is required

prior to filing an action at law or suit in equity. Any mediation required will be conducted in Thurston County, Washington, at a location agreed to by the parties.

V. SPECIFICATIONS

A. GENERAL

The contract will establish a maintenance agreement for the elevators, plus establish contract hourly rates for any repairs that are required and not covered under the contract. Contractor will have full responsibility for all maintenance and repairs of these conveyances; no GRANT COUNTY staff will be performing any work unless specifically noted herein. Contractor shall provide all labor, labor supervisors, lubricants, materials and equipment that may be required in connection with the examination, full maintenance, adjustment, and repair of elevators in strict accordance with this contract.

B. PURPOSE, GOALS AND STANDARDS

GRANT COUNTY and contractor shall manage this contract to attain an excellent maintenance program for the duration of the contract. Performance by the Contractor shall include:

1. Maintenance and routine preventive maintenance to each elevator and the entire elevator system with exceptions only as specifically noted in the contract. Preventive maintenance shall include no less than one service visit to each machine room, pit and hoistway once per quarter.
 2. At minimum, quarterly cleaning of pits, car tops, machine rooms during the maintenance visits.
 3. Correct operation of all systems and sub-systems, including lamps and indicators.
 5. Cooperation between GRANT COUNTY and the contractor to resolve concerns.
 6. Documentation of all repair activities, including any resets of machines, parts installed, adjustments made, and tests accomplished in language that clearly, precisely and completely describes the actions of the mechanic. Include date of service, lists of parts installed, name of lead mechanic, and work not yet accomplished and a plan for that work. These maintenance reports shall be submitted to the owner each month, either on paper or electronically. Compliance with this provision is a condition precedent to payment for services.
- Section IV.E. Invoicing and Payment.
7. Maintenance complying with ANSI 17.1, the state elevator code, and manufacturer's recommendations.
 8. Removal of old and installation of new switches and hall call stations that are worn, sticking, or not functioning as intended.
 9. Repair of all oil leaks, unless specifically excepted in this contract, and any other non-code required repairs that restore equipment to original specifications.
 10. Leadership role in the administration and execution of non-conformities noted by L&I during inspections.
 11. Contractor must have and maintain an approved MCP program with the Washington department of labor and Industries. GRANT COUNTY will not be held liable for charges incurred by code status changes and those requirements outside of Grant County's control.

It is the intent of this contract to provide reliable, safe operation and maximum performance of these conveyances at all times in return for fair compensation to the contractor.

C. LIST OF EQUIPMENT TO BE MAINTAINED

Building

Grant County Courthouse 37 C street NW, Ephrata WA 98823

	Mfg & Model No	Type	Installed
1. Historic Courthouse	Spokane Elevator	Hydro Passenger	1970
2. Courthouse Annex	Montgomery	Hydro Passenger	1956
3. Law & Justice Building	US Elevator	Hydro Passenger	1984
4. Grant County Jail	US Elevator	Hydro Passenger	1984
5. Grant County Courthouse	Garaventa	Chairlift	2007
6. Grant County Courthouse	Garaventa	Chairlift	1994

D. EXISTING CONDITIONS

Important Notice: Contractor must familiarize himself with existing site conditions and report all repairs and incidental work that must be completed in his response to this bid document. No extra charges will be allowed for any labor or material to repair existing conditions that would otherwise be required to be repaired under this order or contract unless disclosed exactly and precisely in Contractor's bid response. Note cost of repair for each item. GRANT COUNTY will either pay for the correction of the item or accept the condition as existing and non-conforming.

E. DUTIES OF GRANT COUNTY

GRANT COUNTY shall:

1. Provide routine cleaning and custodial work within the elevator car, including care of flooring, such as vacuuming.
2. Remove graffiti from car, car and hallway doors and other surfaces normally accessible to the public.
3. Pay the contractor rates established in this contract for repair of vandalism, parts and labor.

4. Pay for parts and materials damaged by misuse or hard use. The contractor shall pay for the labor and installation of such parts.
5. Accept a leak rate of no greater than 1.5 gallons per month from hydraulic elevator packing's, provided that the leak rate is documented, the leaking oil is collected and contained, and the rate of leakage is acceptable to the manufacturers recommendation.
6. Provide L&I inspection reports to contractor promptly, as noted in Section V.I.13, State Inspections.
7. Maintain machine room general area lighting.
8. Make timely payments to Contractor for maintenance as provided in this contract.

Payment by GRANT COUNTY for any work under paragraphs 3 and 4 requires prior written authorization by GRANT COUNTY as a condition precedent to payment.

F. COINCIDENT DUTIES

The cleaning of elevator door tracks is a coincident duty, and shall be the responsibility of Grant County in routine cleaning and is a routine preventive maintenance responsibility of the contractor.

G. WORK PROCEDURES

1. Normal Working Hours: The majority of work, such as scheduled maintenance, work associated with inspections, and normal repairs, shall occur during regular business hours, Monday through Friday from 7:00 a.m. until 5:00 p.m, except contractor holidays. Contractor may be required to work at any time to perform extrications, and repairs requested by GRANT COUNTY or required under this contract.
2. Emergency Calls and Response Time: The contractor shall provide emergency call-back service at all times during the term of the contract. Emergency calls, those to assure life safety, protection of property, mitigation of harm and to restore correct operation of elevators, will routinely be made by Grant County Facilities & Maintenance OR the Grant County Sherriff. The sheriff dispatcher's decision to request service shall be honored by the contractor. Response time, measured by the time between the phone contact and the arrival of the mechanic at GRANT COUNTY shall not exceed 180 minutes generally, and shall not exceed 60 minutes for extractions. The contractor's mechanic shall call GRANT COUNTY by telephone to acknowledge arrival time within 60 minutes of GRANT COUNTY'S call.
3. Extrications by Contractor: Contractor shall extricate persons who become entrapped. GRANT COUNTY shall pay for extrications caused by passenger misconduct, power outages, for any cause within the first 60 days of the start of maintenance services, or for any other cause external to the elevator equipment. All other extrications shall be at the expense of the contractor.
4. Extrications by Fire Department: Sheriffs Services has the authority to call City of Ephrata Fire District for Extrications. Contractor shall pay for all damages, both materials and labor, caused by Fire Department personnel if the call to the Fire Department was caused by a

failure to respond within the time limits established in Section V.G.2, Emergency Calls and Response Time.

5. Special Requirement for Buildings and Floors with Single Elevator Service:
The following elevators provide sole service to a building or floor within the building:

All elevators and chairlifts are the sole source of vertical access for all areas of the courthouse campus

The contractor shall commence repair immediately when notified of an elevator failure.

GRANT COUNTY shall pay costs incurred because of work under this section (5) if the work was caused by passenger misconduct, a power outage, an equipment failure external to the elevator equipment, or for any failure occurring within the first 60 days of the start of this contract or order. GRANT COUNTY'S obligation to pay in the first 60 days (under this contract) only applies to the original contract or purchase order, not to extensions. All other overtime charges for services under this paragraph shall be at the expense of the contractor.

6. Protection of Work and Property:
Contractor shall continuously maintain adequate protection of all its work from damage and shall protect GRANT COUNTY property from injury or loss arising out of this contract. Contractor shall provide a suitable protective covering on all finished floors (whether marble, wood, carpet or other) in areas where work is being performed. No material handling equipment shall be permitted on or over finished floors unless said floors have been protected in a manner approved by GRANT COUNTY'S Facilities representative. Contractor shall make good any such damages, injury or loss, except such as may be directly caused by agents, subcontractors, or employees of GRANT COUNTY. Contractor shall provide all barricades required to protect open hoistways or shafts per OSHA regulations.

7. Disruptive and Noisy Work:
If contract includes work which would be disruptive of normal business operations, such as creating noise above 80 dBa, or which would be dangerous to building occupants, said work shall be performed during hours as GRANT COUNTY'S Facilities department requires. Examples of such work include: saw cutting of concrete, jack hammering, welding, metal cutting, pouring concrete, erecting steel or hoisting equipment over occupied portions of the building or performing tests requiring all elevators in a group. Requirement by GRANT COUNTY for such work to be performed off-hours shall not cause a change in the contract sum.

8. Work By Contractor or Contractor's Employee:
All work shall be performed by skilled elevator maintenance mechanics directly employed and supervised by the Contractor.

9. Overtime Charges Not Allowed Generally:

Any overtime work that is required to accomplish the requirements of this order or contract will be included in the monthly flat monthly rate bid. Flat monthly rate includes unlimited call-backs at all hours and anytime if work that is the responsibility of the contractor causes an elevator failure unless otherwise specifically provided in this order or contract.

10. Service Interruptions:

The Contractor will be required to submit, for approval by GRANT COUNTY'S Facilities manager, a schedule indicating the dates that elevators will be shut down for service. The approved schedule will be used by GRANT COUNTY to notify building employees and other service personnel of elevator malfunctions, repairs made to correct the malfunctions, and maintenance activities conducted for that elevator. In addition, Contractor shall post signs at each elevator when an elevator is out-of-service, and 24 hours prior to removal from service for planned interruptions. Signs shall be posted at each landing, and shall provide the estimated time and dates of the interruption.

11. Posting and Replacing Elevator Permits:

Contractor shall post elevator permits as required by the Elevator Section of L&I. Contractor shall purchase and replace any permit that is lost or defaced and may invoice the County for the cost of the permit with the regular monthly invoice. Owner shall deliver annual permits to the contractor upon receipt.

H. OTHER INFORMATION AND REQUIREMENTS

2. Performance Requirements and Offsets:

If Contractor fails to perform the work required by the terms of this contract in a diligent and satisfactory manner, GRANT COUNTY may, after 10 days' written notice to Contractor, perform or cause to be performed all or any part of the work required hereunder. Contractor agrees that it will reimburse GRANT COUNTY for any expense incurred therefor. GRANT COUNTY at its election may deduct the amount from any sum owing Contractor. The waiver by GRANT COUNTY of a breach of any provision of this contract by Contractor shall not operate or be construed as a waiver of any subsequent breach by Contractor.

3. Access to Keys/Log In:

Contractor may obtain keys for access to buildings and elevators at GRANT COUNTY'S facilities offices, located in the Law and Justice building on the Courthouse campus. Contractor is to return keys and log out when he leaves campus for the day.

4. Presumption of Time Required:

In the event that GRANT COUNTY asserts Contractor is not performing under this contract, the Contractor shall provide employment records showing the number of hours the mechanic worked at GRANT COUNTY. Contractor and vendor agree that the mechanic shall work at GRANT COUNTY an average minimum as proposed in the IFB and a rebuttal presumption shall arise

that this contract is in breach if the documented number of labor hours expended at GRANT COUNTY falls below the average per month for any six month period.

5. Removal of Parts and Equipment:

No parts or equipment covered under this contract may be permanently removed from the jobsite without written approval by GRANT COUNTY. This does not include renewal parts stocked on the job by Vendor, which shall remain its sole property until installed for use on the equipment.

6. GRANT COUNTY Inspections and Contractor Support for Owner Access:

GRANT COUNTY may inspect elevators to monitor the work performed and analyze machine performance. The amount of time for the mechanic to support these activities, including pit, hoistway and cartop access is unlimited provided owner demands are reasonable. Contractor will not be entitled to additional compensation for this work.

GRANT COUNTY will need access to pits, hoistways and cartops for improvement planning, repairs that are outside the scope of the contract, and other purposes. The contractor shall provide access to pits, cartops, and hoistways. There shall be additional compensation for this service if total time per year expended exceeds 16 hours.

7. Warranties:

Contractor warrants that all materials, equipment, and/or services provided under this contract shall be fit for the purpose(s) for which intended, for merchantability, and shall conform to the requirements and specifications herein. Acceptance of any service and inspection incidental thereto by GRANT COUNTY shall not alter or affect the obligations of the Contractor or the rights of GRANT COUNTY.

8. Work Standard:

Should it be found that the standards indicated herein are not being satisfactorily met, GRANT COUNTY may demand that the Contractor place the elevators in condition to meet these requirements. If the Contractor fails to comply with such demands within a reasonable time, GRANT COUNTY may, by written notice to the Contractor, terminate his right to proceed further with the work. In such event, GRANT COUNTY may perform the work by contract with others or otherwise, and the Contractor shall be liable to GRANT COUNTY for any excess cost occasioned thereby.

9. Additions or Deletions:

GRANT COUNTY may add or delete elevators or alter frequency of service, etc., as may be required. At the request of GRANT COUNTY, the Contractor may be asked to do added work not covered under the scope contract. This clause does not waive the right of GRANT COUNTY to seek new bids on any added work that may be required (i.e. upgrades).

10. Elevator Performance:

Maintain a comfortable elevator ride with smooth acceleration, retardation and a soft accurate stop. Door operation shall be quiet and positive with smooth checking at the extremes

of travel. Operation times of machine, doors, and accuracy of leveling shall be as specified by the manufacturer. Reduction of car or door speeds is not permitted.

I. MAINTENANCE

1. Repair Maintenance:

Repair or replace with new parts any broken, burned-out, or failed part on any elevator or chair lift at no extra cost to the owner. Exceptions are only as specifically noted in this contract.

2. Preventive Maintenance:

Upon award, Contractor shall outline a comprehensive maintenance plan for the term of this contract, including tasking, planned and proactive maintenance. Documented maintenance of the following items will be included in the maintenance plan:

- a. Machine and Component parts.
- b. Motors, Motor Windings, Rotating Elements, Commutators, Brushes, Brush Holders and Bearings.
- c. Controller, Selector and Dispatching Equipment, all Relays, Solid State Components, Resistors, Condensers, Transformers, Contacts, Leads, Dashpots, Timing Devices, Computer Devices, Traveling Cable and Other Mechanical or Electrical Operating Equipment. Printed Circuit Boards (if applicable).
- d. Top and bottom Limit Switches, Load Weighing Equipment, Car Frame, Car Safety Mechanism, Platform.
- e. Door Operator, Clutch Assemblies, Pick-up Rollers, Interlocks, Hoistway Door hangers, Bottom Door Guides, Safety Edges Door Detectors, Electric Eyes, Astragals, Auxiliary Door Closing Devices, Door Restrictors, Hatch Inductors, Vanes, Car and Hall Lanterns, Fixtures, Position Indicators, Access Switches and Inspection Stations, Smoke detectors and Braille tags.
- f. Pumps, pump motors, machinery belts, operating valves, strainers, silencers, springs, gaskets, valve motors and motor windings, leveling valves, plunger packing, exposed piping, hydraulic fluid tank, tank heaters and shut off valves. Provide regular planned examinations, adjustments, cleaning, and lubrication at the frequency required, but no less than monthly.

4. Tools and Equipment:

Provide all tools and equipment necessary for the maintenance of all elevators. Supply, repair and replace all parts of every description made necessary by wear and tear. No repairs will be permitted when good practice indicates that a replacement is preferable to ensure maximum continuity of service. All replacement parts shall be of the same make as original manufacturer or as approved by GRANT COUNTY. All lubricants, cleaning materials, rags, paint, etc., are to be supplied by the Contractor. All lubricants shall be of the grade, specification and type recommended by the manufacturer for the particular purpose.

5. Exclusions:

- Refinishing and repairs to or replacement of elevator car enclosures, hoistway door panels or frames and sills, and flooring are excluded.
- Replacement of underground piping and cylinders of hydraulic elevators are excluded.
- Electrical disconnect switches, line side power wiring and line side circuit breakers (line side with respect to the disconnect).

(Included in contract are fuses tripped by the elevator, provided circuit met the requirements of the applicable NEC when installed; hydraulic cylinder packing's and all pit accessible and above-ground hydraulic valves; and all bulbs and lamps, including those for indication and general car and pit lighting.)

6. Speed Tests:

Make no-load, slow-speed test of the car safety devices annually, and promptly correct any defects that may be found in testing. A copy of these test results must be maintained in the record log per conveyance that is kept in each machine room.

7. Ropes:

Examine and equalize tension of all hoisting ropes and compensating and governor ropes whenever necessary and replace wherever necessary.

8. Wiring and Traveling Cables:

Repair or replace electrical wiring or traveling cables as required.

9. Cleaning:

Keep the guide rails, beams, tops of car, pits, hoistways and machine rooms clean and remove accumulated rubbish from pits. See section 1.B.8, Definition of Terms.

10. Mechanical Maintenance:

Replace guide rollers of gibs as required to provide smooth and quiet operation. All oil reservoirs shall be kept properly sealed to prevent leakage. All guide rails shall be kept properly lubricated at all times, except where roller guides are used, and when necessary to renew guide shoe inserts, or guide rollers when used, to ensure smooth and quiet operation.

11. Paint:

Keep the exterior of the machinery, machinery room floor, and other parts of the equipment properly freshly painted with a low VOC paint (Devoe DevFlex, Enviro-poxy, or equal)

12. Electrical Maintenance:

All windings and controller coils shall be treated periodically with proper insulating compound. Keep connections tight and clean. Treat aluminum cable connections with an approved anti-oxidizing compound.

13. State Inspections:

Perform all corrections and tests as required by the Department of Labor and Industries, and the five (5) year safety test as required. Grant County shall deliver copies of L&I reports to Contractor within 10 days of receipt. Contractor is responsible for managing and coordinating all work, including work not covered by this order or contract and that is to be accomplished by owner. Contractor shall arrange a pre-inspection of all work by GRANT COUNTY, at which time the final certification of inspection items will be executed. The Contractor shall have successfully accomplished this task when GRANT COUNTY transmits the completed inspection reports to L&I, but no later than 14 days prior to the due date.

14. Emergency Lighting and Elevator Telephones:

Test emergency lighting for a minimum period of twenty (20) minutes each quarter. Test emergency telephones and intercoms each quarter. Repair as necessary.

15. Unauthorized Work:

In no case shall Contractor initiate performance prior to receipt of authorization from Facilities Services or Purchasing Department for services not covered under Contract. Expense incurred otherwise shall be borne solely by Contractor.

16. Contractor Duty to Repair:

Contractor shall initiate service immediately for services not covered under the Contract once authorized. Contractor shall not withhold repairs and services pending determination of responsibility under the contract or pending negotiation of price for work not covered under the contract for repairs on a single elevator up to \$3,000.

17. Supervision:

Contractor agrees that all work shall be performed by and under the supervision of skilled, experienced, elevator service and repair persons directly trained, employed and supervised by Contractor. Any and all employees performing work under this contract shall be satisfactory to GRANT COUNTY. Contractor shall completely and efficiently supervise and direct the implementation and completion of all contract requirements specified herein. Supervision shall include site visits and review of work of mechanic(s), assurance that work complies with the contract, that mechanic is being evaluated according to company policy, and written certification of the above, with any appropriate comments. Contractor will deliver certification of the above requirements in the form of a signed letter to GRANT COUNTY's Facilities manager for each half calendar year within 30 days of the conclusion of periods ending on June 30 and December 31.

18. Communications:

All communications given or received from the Contractor's representative shall be binding on the Contractor.

J. PARTS INVENTORY REQUIREMENT

Contractor shall have the following supplies, parts and materials in inventory or available for prompt shipment, if noted. There shall not be elevator-down time in excess of that which is to be reasonably expected in the industry.

1. Major Component Parts (Electrical):

Motor and generator armatures are to be available through Contractor's suppliers. Field coils and armatures may be rewound or repaired by qualified motor rewind shop, at any time.

Contractor must compensate suppliers for extra charges such as night, weekend and overtime work by motor rewind shops if required to meet the requirements of this order or contract.

2. Major Component Parts (Mechanical):

Contractor must have ready sources and suppliers for machine gears, frames, sheaves, cabs, rails, and similar mechanical components.

3. Special Electrical Parts:

Contractor acknowledges that elevator controllers contain solid state printed circuit modules. Modules and component parts are to be provided by Contractor should any of these units fail.

4. Job Material Inventory:

Contractor will maintain a supply of contacts, coils, leads and generator brushes, lubricants, wiping cloths, and other minor parts in each elevator machine room for the term of the contract.

5. Parts Replacement Policy:

Contractor will not alter equipment parts and OEM design by installing other manufacturers' parts unless OEM has discontinued the item and the parts are no longer available. Parts manufactured by companies other than the OEM, but supplied to the OEM as part of their overall product are acceptable, if said part is of the same design and character. Relays, selector parts, coils, rollers, touch of buttons, proximity edges, etc. duplicated by nationally recognized manufacturers are acceptable. Any parts replaced will be new parts, except parts refurbished to OEM standards may be provided if new parts are no longer available.

6. Small Parts:

Contractor shall keep an adequate supply of commonly used minor spare parts for all elevators at the job site. These parts shall include contacts, fuses, motor brushes, relays, circuit boards, etc.

VI. BID SUBMITTALS

BID INFORMATION

Vendor shall complete the following:

A. Authorized Representative:

Primary Contact Name:	Alternate Contact Name:
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Telephone:	Telephone:
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Fax:	Fax:
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Email:	Email:
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B. Washington State Department of Revenue UBI number: _____.

C. Federal Tax Identification Number: _____.

D. (Excluded)

E. Shipping Location: FOB destination, freight prepaid and included in proposal pricing. Note: proposals submitted without FOB destination may be considered non-responsive. It will be Grant County's sole decision whether or not to consider proposals submitted with FOB other than destination.

FOB Destination: YES NO _____

D. Lead-time: Equipment will be delivered within _____ calendar days after receipt of order (ARO).

SUPPLEMENTAL INFORMATION

Bidders shall complete the following required information. Where additional space is needed and/or where specifically requested, submit an attached letter.

Identify any subcontractors who will perform services in fulfillment of contract requirements the nature of services to be performed and anticipated dollar value of each subcontract. Include federal tax identification (TIN) number for each subcontractor:

1. \$ Tin:
2. \$ Tin:

Describe in attached letter your overall service capabilities in the performance of contractual requirements.

Percentage Discount of Monthly Maintenance Fee Following Renovation: _____

Proposed Average Minimum Hours of Journeyman Work at Grant County per Month: _____

REFERENCES

EXISTING PM SERVICE CONTRACTS (at least 3 Reference are required)

1. PUBLIC AGENCY (GOVERNMENT) ENVIRONMENT REFERENCE:

Name:
Address:
Contact Person:
Telephone:
Email Address:
Type of Facility:
Years of Service to this Company:
Number of Elevators:
Scope of Work/Description of Services Provide:

2. PUBLIC ENVIRONMENT REFERENCE:

Name:
Address:
Contact Person:

Telephone:
Email Address:
Type of Facility:
Years of Service to this Company:
Number of Elevators:
Scope of Work/Description of Services Provide:

REFERENCES

(Continued)

EXISTING PM SERVICE CONTRACTS

3. PUBLIC AGENCY ENVIRONMENT REFERENCE:

Name:
Address:
Contact Person:
Telephone:
Email Address:
Type of Facility:
Years of Service to this Company:
Number of Elevators:
Scope of Work/Description of Services Provide:

4. PUBLIC AGENCY ENVIRONMENT REFERENCE:

Name:
Address:
Contact Person:
Telephone:
Email Address:
Type of Facility:
Years of Service to this Company:
Number of Elevators:
Scope of Work/Description of Services Provide:

QUESTIONNAIRE

The following information is to be submitted as part of the bid. It will be used for informational purposes to evaluate Vendors ability, capacity and capability to provide the service required.

1. List type of personnel, number of personnel employed in each category and length of employment for each. : [Use extra sheets as needed]
2. Implementation Plan for providing PM Service to GRANT COUNTY and Vendor's approach to ensure client satisfaction: [Use extra sheets as needed]
3. Nonfunctional elevators can significantly affect the public's right to meet with elected officials, their ability to vote, to attend Court, perform as a juror or to access needed information; therefore, it is imperative that elevators can be serviced speedily.

CAN YOU MEET THE RESPONSE TIME REQUIRED? Yes No
Provide information supporting your answer, such as your call-back procedures and the city of residence of employees likely to respond.

How can we assist you in speeding this process?

4. Please identify the elevator models that you currently service and those that you do not. Would there be any limitations to the elevators that you could service based on observations made on the site visits?

5. What percentage of your technicians are trained to service the kinds of elevators at GRANT COUNTY?

QUESTIONNAIRE
(Continued)

6. Do you only use same-branded parts in elevators? What factors determine what elevator part is used in the maintenance process?

7. GRANT COUNTY'S goal is to develop process improvements to increase operational efficiencies. To accomplish this, Vendor may be requested to provide an audit report (per elevator basis) showing any patterns of repairs or service that need to be addressed.

Can you provide this type of audit report?	Yes	No
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8. Total number of maintenance contracts currently supported.

9. Ratio of total active mechanics to total number of maintenance contracts per mechanic.

VII. PRICING - (DO NOT INCLUDE STATE SALES TAX)

Vendor will provide a detailed list of all prices required to meet the needs of Grant County as outlined within this IFB including, but not limited to: delivery, installation, training, maintenance/service.

1. Pre-Maintenance Repairs: 1 lot
Covers all pre-existing conditions/repairs. Must be disclosed on itemized list on Exhibit C to be allowed. If not noted, it will be considered covered under the PM Contract and may not be added later. \$_____
2. Flat Monthly Rate for all Elevators: 12 months

Individual elevator rates must be noted on the attached chart in Section V.C. These individual rates will be used to adjust flat monthly rate; i.e., 3 elevators taken out of service for upgrade.

See Section IV for complete Scope of Work to be provided under PM Service. Indicate appropriate percentage allocated labor and to materials. Labor: Materials:

\$ _____

3. Hourly Rates: (i.e., outside Scope of Work) Dayshift OT Holiday

Mechanic Rate \$ \$ \$

Helper Rate \$ \$ \$

Team or Crew Rate \$ \$ \$

GRANT COUNTY reserves the right to add services or change the frequency of service if requirements change. Quantities shown are an estimate and cannot be guaranteed. Actual service demand or quantity of service may increase or decrease as required.

CHECK LIST

This checklist is provided for bidder's convenience only and identifies the bid documents that must be submitted with each package in order to be considered responsive. Any bid packages received without these documents will be deemed nonresponsive and will not be considered for award. It is the bidder's sole responsibility to read the entire IFB and respond and submit documentation as is required.

Bid Submittals to be returned with bid: Completed

1. Bid submittal entitled: Offer and Award
2. Bid submittal entitled: Bid Information
3. Bid submittal entitled: Supplemental Information
4. Bid submittal entitled: Questionnaire
5. Bid submittal entitled: References
6. Section V.C. List of Equipment to be maintained
7. Letter stating your overall service capabilities in the performance of contractual requirements

Bid submittals to be returned after award:

The following documents need not be returned with bid submission. However, contractor will be required to submit such documents at a later date as required by contract terms or as requested by GRANT COUNTY'S Facilities Manager.

1. Certificate of Insurance

2. Provide criminal background checks for the “core team” that would provide service to GRANT COUNTY (should include minimum back-up staff to cover high demand service periods).

OFFER AND AWARD

Vendor offers to furnish goods/services in compliance with all terms, conditions, and specifications herein. Submitting this document with an authorized signature constitutes complete understanding and compliance with the terms and conditions and certifies that all necessary facilities or personnel are available and established at the time of bid submittal.

(Company Name) (Typed or Printed Name)

(Address) (Title)

(City) (State) (Zip Code) (Telephone No.)

(Federal Tax Identification Number) (Bidder's Signature) (Date)

Thomas Gaines, Facilities & Maintenance Mgr
Grant County Courthouse

Date of Award

PRE-EXISTING CONDITIONS

BIDDERS MUST PROVIDE LIST ON A PER ELEVATOR BASIS OF PRE-EXISTING CONDITIONS. PROVIDE ITEMIZED PRICING TO PERFORM NECESSARY REPAIRS THAT YOU ARE SUGGESTING. THE TOTAL AMOUNT IS TO BE LISTED ON PRICE SHEET IN SECTION VII.