

Addendum #1

PLEASE NOTE: As long as you are registered for this RFP you will continue to receive these notices. If you plan to not respond to this RFP with a proposal submittal, you may want to respond with "No Bid." Once you have done such, you will not continue to receive any notices pertaining to this RFP.

We have made revisions/updates to the following section:

3.0 SCOPE OF PROPOSAL/TECHNICAL SPECIFICATIONS *(revised sections noted in yellow highlight)*

Mitchell Craven, Director of Comprehensive Improvements

You must complete the following and return this Addendum by fax to (574)522-3682 by no later than 05/29/2019. It is the responsibility of all proposers to acknowledge addendums. Failure on the part of any proposer to acknowledge this addendum by the deadline may, at the Agency's discretion, deem that proposer as non-responsive and may eliminate such proposer from consideration for award.

ACKNOWLEDGED BY:

Signature Date Printed Name Company

3.0 SCOPE OF PROPOSAL/TECHNICAL SPECIFICATIONS:

- 3.1 Contractor must have a minimum of three years professional work related experience in testing, inspection, and repair of elevators.**
- 3.2 Regulatory:** Contractor(s) shall comply with all applicable federal, state and local laws, rules, regulations, ordinances and codes and obtain any licenses or permits required to provide the services under this RFP.
- 3.3 Licensing:** Contractor shall be licensed as required by the jurisdiction in which the service is to be performed and the license shall be current and in good standing.
- 3.4 Proposal Prices:** Proposers are advised that the Proposal Fee shall be all inclusive and fully burdened to accomplish the work as specified in this RFP and any resulting contract.
- 3.5 Section 3:** Contractor shall utilize Section 3 residents as defined in Attachment D to perform the requirements under this proposal to the greatest extent feasible and shall document such efforts monthly. There is a 30% goal for hiring Section 3 residents on any contract/s resulting from this RFP. Contractors will be evaluated on his performance at achieving this goal and such evaluation shall be a factor in future awards.
- 3.6 Responsibility for Subcontractors:** All requirements for the “Prime” contractor shall also apply to any and all subcontractors. It is the Prime Contractors’ responsibility to insure the compliance by the subcontractors. Regardless of subcontracting, the Prime Contractor remains liable to HACE for the performance under this RFP or any resulting contract.
- 3.7 Contractor shall perform criminal history checks and drug screening tests on all employees performing work under this RFP and any resulting contract and if requested provide summaries of the results to HACE CA. Prospective employees whose criminal history checks discloses a misdemeanor or felony conviction involving crimes of moral turpitude or harm to persons or property shall not be used to perform work under this RFP or any resulting contract. Contractor is required to perform drug screening of all employees and to insure acceptable test results. Criminal history and drug screening checks will be completed at the sole expense of the Contractor.**
- 3.8 Contractor shall provide uniforms and ID badges for all employees working on HACE property. No employee of the Contractor will be allowed on HACE properties out of uniform or without an ID badge.**

3.9 Contractor shall provide at contractor's own expense all equipment, labor, materials, supplies, and tools to perform all the required services required under this RFP and any resulting contract.

3.10 Inspection and Testing Services:

3.10.1 All inspection and testing services must be provided by qualified elevator mechanics under direct appointment and supervision of the Contractor and shall be performed in strict compliance with all current applicable statutes, codes and regulations whether Federal, State, or local.

3.10.2 Contractor shall be responsible to create and submit, to the required authorities, all documentation that is required by Federal, State or local statutes, codes and regulations except documentation that must be submitted by the owner per statute, code or regulation.

3.10.3 Elevator maintenance schedule & testing frequency shall be in accordance with current applicable local, State, and Federal statutes, codes, and regulations. The Contractor shall notify HACE CA of any changes in the Federal, State, or local statutes, codes or regulations.

3.10.4 Contractor shall be responsible for supplying the property with all maintenance and inspection records and Maintenance Control Programs for the equipment as required by the applicable Federal, State, or local statutes, codes and regulation. Comply with rules set forth in A17.1—2016 Rule 8.6.1.2.1. The MCP shall remain the property of the Owner at the termination of the Contract.

3.10.5 Contractor shall obtain a purchase order prior to any extra or billable inspections, testing or repairs and notify the property manager a minimum of 24 hours prior to the time and date of the inspection, testing or repairs, except for emergency repairs as defined in the Procurement Policy *"An emergency for the purposes of this Policy is defined as an event which requires immediate action in order to prevent a hazard to life, health, safety, welfare or property or to avoid undue additional cost to HACE"*.

3.10.6 A record of each routine elevator maintenance, elevator test procedure, or service shall be maintained as specified in local, State, or Federal statutes, code or regulations. The Contractor shall forward copies of each inspection to the local, State, or Federal authorities as required by law, code or ordinance. A copy of each inspection, test or service shall be forwarded to the property manager within twenty four (24) hours of completion of the inspection test or repair. A copy of the inspection, test, or repair shall be forwarded to the contract administrator within one week of completion of the test, inspection or repair. The Contractor shall be required to keep and maintain ALL records in accordance with A17.1—2016 Rules 8.6.1.2, 8.6.1.4, 8.6.1.4.1, and 8.6.1.4.2.

3.10.7 All work shall be performed on a scheduled and systematic basis. In all cases, all equipment shall be maintained to manufacturer's specifications, kept in proper working order and in compliance with all applicable codes, at all times.

3.10.8 Contractor shall perform the five year test for any elevator that requires this test during the contract period.

3.11 Maintenance Services:

3.11.1 Hydraulic Elevators:

3.11.1.1 Maintenance shall include, but not limited to: power unit, pump, motor, controller, controller panel, wiring relays, solid state control components, coils, timers, magnet frames and components for the entire operating circuit. All valves, including pilot relief valve, controller valve, lowering, leveling and check valve, or any part thereof. Strainers, "V" belts, springs, gaskets, hoses, traveling cables, plunger, guides, bearings, packing glands, guide and shoe rails.

3.11.1.2 Contractor shall furnish all lubricants including those which are specially prepared and will lubricate the elevators in accordance with recommendations by the manufacturer. Contractor shall also furnish all required fluids and insure that fluids are maintained at the proper reservoir levels as recommended by the manufacturer. Contractor shall make all necessary repairs, adjustments or replace parts as may be warranted to maintain the elevators in a safe operating manner at all times, and will perform any services which may be required prior to the next scheduled inspection.

3.11.1.3 Contractor shall include, but not limited to: repair and replacement of all door operator equipment including motors, drives, belts, gate switch, restrictor, hanger tracks, hangers, hanger rollers, relating cables and mechanisms, clutch, any door reopening devices, door guides, interlocks, closures, hoistway door hanger tracks, door hangers, door hanger rollers, relating cables and mechanisms, door guides, door retainers, pick up rollers, interlock keepers, and all other related operator equipment. Hoistway equipment including switches, sensors, optics, vanes, tapes, tape guides, and final and normal stopping devices.

3.11.1.4 Contractor shall replace guide shoe gibs or guide rollers if necessary to insure a smooth and quiet operation where roller guides are used, and will keep guide rails properly lubricated as recommended by manufacturer.

3.11.2 Traction Elevators:

3.11.2.1 Maintenance shall include, but not limited to: drive machine, worm and ring gears, motor, all gaskets and seals, thrust bearing, front journal bearing, machine support and pedestal bearings, brushes, brake shoes, magnet, brake coil and commutators. Controller coils, contacts, resistors, relays, solid state control equipment, drive units, printed circuit boards, contactors, contacts, memory chips, computer programs and software.

3.11.2.2 All moving parts shall be examined, adjusted, lubricated and maintained in a safe and proper operating manner at all times. Any services which may be reasonably needed or required prior to the next scheduled inspection, shall be performed prior to the scheduled service date. Contractor shall replace all wire ropes, equalize tension on all hoisting ropes, and repair or replace conductor cables as necessary to maintain a safe and proper operating condition of elevator.

3.11.2.3 Contractor shall replace guide shoe gibs or guide rollers if necessary to insure a smooth and quiet operation where roller guides are used, and will keep guide rails properly lubricated as recommended by manufacturer.

3.11.2.4 Contractor shall include, but not limited to: repair and replacement of all door operator equipment including motors, drives, belts, gate switch, restrictor, hanger tracks, hangers, hanger rollers, relating cables and mechanisms, clutch, any door reopening devices, door guides, interlocks, closures, hoistway door hanger tracks, door hangers, door hanger rollers, relating cables and mechanisms, door guides, door retainers, pick up rollers, interlock keepers, and all other related operator equipment. Hoistway equipment including switches, sensors, optics, vanes, tapes, tape guides, and final and normal stopping devices.

3.11.3 Contractor shall, at his expense, examine, lubricate, adjust, repair and/or replace, if necessary, the following accessory equipment; elevator hall indicator lights, starter indicator and control panel, corridor position indicators, car position indicators and signal bell or gong. Contractor further agrees to examine, lubricate, adjust, repair and/or replace, at his expense, all signal controls used in conjunction with the operation of the equipment; including periodic testing of Fireman's Emergency Service to insure operation.

3.11.4 Contractor agrees to periodically and systematically test all elevator hydraulic systems, governors, all safeties and buffers on the equipment covered by this RFP, in accordance with current Federal, State, and local statutes, codes, and

regulations. Separate service reports shall be maintained for such tests.

- 3.11.5 Contractor shall maintain the original manufacturer's speed in feet per minute and the original performance time including the acceleration and retardation as originally designed and specified by the elevator manufacturer, and perform the necessary adjustments as required to maintain the original door opening and closing time.
- 3.11.6 Contractor shall regularly clean guide rails, overhead sheaves and beams as well as counter weight frame, car tops and bottoms of platforms. Contractor shall remove all dirt and debris accumulated in pits and machine room floors.
- 3.11.7 Contractor shall be responsible for removing lint and other foreign matter from inside of motor housings and periodically properly treat motor windings and controller coils with insulating compounds as may be required to prolong the service life.
- 3.11.8 Contractor shall furnish (if needed) metal cabinets for securing and storage of parts, materials, or supplies to be stored inside machine rooms at no expense to HACE. At the end of the contract, Contractor shall remove all metal cabinets furnished by Contractor with all contents at no expense to HACE. HACE will not be responsible for the loss or theft of such parts, supplies, or cabinets.
- 3.11.9 Contractor will examine, adjust, lubricate and, if conditions warrant, repair or replace all accessory equipment with the exceptions listed as follows: refinishing, repairing or replacement of car enclosures, car doors, hoist way, enclosures, hoist way door panels, frames and sills, car flooring and floor covering, light fixtures and lamps, mainline power switches, breakers and feeders to controller, underground and/or buried piping and jack casing, emergency power plant and associated Contractors, emergency car light and battery, smoke and fire detectors with related control equipment not specifically part of the elevator controls, or parts damaged through abuse, misuse, or negligence of others using elevators as a public conveyance.
- 3.11.10 Contractor shall provide 24-48 hours notice in advance, if for any reason, an elevator must be taken out of service for an extended period of time.

3.12 Emergency Response:

- 3.12.1 Contractor shall provide emergency service as described below at no additional charge to HACE.
- 3.12.2 Emergency response shall be within two (2) hours after the call is received including weekends and holidays. Contractor's representative shall check in with the maintenance person on call. After completion of the work, before leaving premises, Contractor shall leave a written report identifying cause of failure, repairs/adjustments made and parts used.

3.12.3 Contractor shall provide a current list of individuals responsible for receiving emergency calls, to the HACE CA. The list will include name, telephone number, and date when list was issued. The list will be updated monthly or when a change occurs. Automatic telephone answering or recording device numbers is not acceptable.

3.12.4 Any failure by Contractor to comply with the two (2) HOUR EMERGENCY RESPONSE TIME WILL RESULT IN Contractor's liability for liquidated damages as specified in this RFP.

3.12.5 Within one week of contract execution, the elevator telephone systems shall be programmed to automatically call the Full Service Maintenance Contractor for immediate response, in event passengers are stranded inside a failed elevator.

3.12.6 Contractor shall collaborate with property manager to define instructions to follow should anyone become stuck in the elevator.

3.13 Repairs:

3.13.1 Contractor shall furnish original equipment manufacturer's parts or equal. Contractor shall submit specifications for original manufacturer's parts as well as specification for substitute parts anticipated for use. The determination of equality on any substitute part shall be at HACE's sole discretion.

3.13.2 The Contractor shall make all repairs necessary due to normal wear and tear.

3.13.3 Contractor may be required to quote pricing for any repairs that are not considered emergency repairs prior to start of work. HACE reserves the right to solicit for pricing for any repair work.

3.13.4 The Contractor shall notify HACE in advance of any suggested and/or required upgrades, and shall provide a written estimate of cost. HACE shall retain the right to obtain competitive prices for items of this nature.

3.13.5 HACE reserves the right to audit invoices for parts. Contractor shall provide invoices for parts within three (3) days of request by HACE. Failure to provide invoices may result in withholding of payment for such parts.

3.14 Obsolete Equipment:

3.14.1 Motors which can be repaired or rewound by a reputable repair shop shall not be considered as obsolete equipment.

3.14.2 Traction machine ring and worm gears which are capable of reproduction shall not be considered as obsolete.

3.14.3 The Contractor shall identify and itemize ALL existing equipment they consider to be obsolete and therefore excluded by the Contract AT THIS TIME. The list can be limited to only such equipment that would cost more than \$500 to replace should the Owner be responsible for payment. ONLY those items listed shall be considered as obsolete in the Contract.

4.0 CONDITIONS TO PROPOSE:

4.1 Pre-Qualification of Proposers: Prospective proposers will not be required to pre-qualify in order to submit a proposal. However, all proposers will be required to submit adequate information showing that the proposer is qualified to perform the required work (i.e. Profile of Firm Form (Attachment C). Failure by the prospective proposer to provide the requested information may, at HACE's discretion, eliminate that proposer from consideration, provided that all proposers were required to submit the same information.

4.2 RFP Forms, Documents, Specifications and Drawings:

4.2.1 Prior to submitting a proposal in response to the RFP, it shall be each prospective proposer's responsibility to examine carefully and, as may be required, properly complete all documents issued pursuant to this RFP.

4.2.2 Unless otherwise instructed, specifications and drawings (if provided) do not purport to show all of the exact details of the work. They are intended to illustrate the character and extent of the performance desired under the proposed contract and may be supplemented or revised from time to time.

4.2.3 Catalogs, brand names or manufacturer's references where provided are descriptive only and indicate type and quality desired. Proposals on brands of like nature and quality will be considered unless specified otherwise. If proposing other than references, proposal submittal shall show manufacturer, brand or trade name, and other description of product offered. If other than brand(s) specified is offered, illustrations and complete description of products offered must be included in the proposal submittal. Failure to take exception to specifications or referenced data will require Contractor to furnish specified brand names, numbers, etc.

4.3 Submissions and Receipt by HACE:

4.3.1 Time for Receiving Proposals: Proposals received prior to the proposal submittal deadline shall be securely kept, unopened, by HACE. The CA, whose duty it is to open such proposals, will decide when the specified time has arrived. No proposal received after the designated deadline shall be considered.