

TO: All Proposers
FROM: Rita Kirkland
DATE: December 15, 2022
SUBJECT: Proposal Addendum No. 1
BID# 23-004067
DATE ISSUED: December 15, 2022
THE PROJECT: Elevator Maintenance & Service Agreements

INTENT

This addendum is issued to provide a modification/addition to proposal plans and/or specifications.

MODIFICATION / ADDITIONS

1. Scope of Work revised.

See Attachment A revised scope of work.

2. Contractor must comply with State of Missouri requirements.

Hydraulic elevators that have overspeed valves must be tested every five (5) years.

I have read and understand the preceding addendum and said changes are reflected in my proposal. The vendor signed addendum should be included with your response packet.

COMPANY:

VENDOR'S SIGNATURE

TITLE

(Date)

SCOPE OF WORK

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL
LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY
RFB 22-004067 ELEVATOR MAINTENANCE & SERVICE AGREEMENTS**

SCOPE OF WORK

The St. Louis Public Library is seeking bids from qualified firms to furnish elevator maintenance services at designated St. Louis Public Library branches and facilities. St. Louis Public Library seeks a one-year contract to provide the monthly inspections (preventive maintenance), unscheduled, and on-call (emergency) parts and labor necessary to maintain its elevators. The contract will include the option for two additional one-year periods upon mutual agreement by both parties.

The Contractor shall perform monthly periodic inspections and services on each elevator and associated machinery in accordance with the elevator manufacturer's recommendation and shall include the applicable items listed under preventative maintenance.

In addition the Contractor shall:

- Perform an annual "no load test" of the safety devices as outlined in the American National Safety Code for Elevators and Escalators, ANSI A17.1, current edition as of the date this agreement is submitted. The no load testing refers to testing done on traction elevator systems. St. Louis Public Library will be responsible for paying the:
 - 1) State of Missouri fee for the inspection and
 - 2) costs for and to a Missouri licensed elevator inspection service to witness the annual inspection provided by the elevator contractor, however
 - 3) the Elevator contractor's cost for the inspection shall be included in their bid for the annual service and shown separately on the pricing page.

- Perform an annual hydraulic pressure test for all hydraulic elevator systems. The Annual hydraulic pressure test refers to testing done on hydraulic passenger elevator systems. The St. Louis Public Library will be responsible for paying the:
 - 1) State of Missouri fee for the inspection and
 - 2) costs for and to a Missouri licensed elevator inspection service to witness the annual inspection provided by the elevator contractor, however
 - 3) the Elevator contractor's cost for the inspection shall be included in their bid for the annual service and shown separately on the pricing page.

ATTACHMENT A – SCOPE OF WORK

BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY RFB 22-004067 ELEVATOR MAINTENANCE & SERVICE AGREEMENTS

SCOPE OF WORK

The St. Louis Public Library is seeking bids from qualified firms to furnish elevator maintenance services at designated St. Louis Public Library branches and facilities. St. Louis Public Library seeks a one-year contract to provide the monthly inspections (preventive maintenance), unscheduled, and on-call (emergency) parts and labor necessary to maintain its elevators. The contract will include the option for two additional one-year periods upon mutual agreement by both parties.

The Contractor shall perform monthly periodic inspections and services on each elevator and associated machinery in accordance with the elevator manufacturer's recommendation and shall include the applicable items listed under preventative maintenance.

In addition the Contractor shall:

- Perform an annual “no load test” of the safety devices as outlined in the American National Safety Code for Elevators and Escalators, ANSI A17.1, current edition as of the date this agreement is submitted. The no load testing refers to testing done on traction elevator systems. St. Louis Public Library will be responsible for paying the:
 - 1) State of Missouri fee for the inspection and
 - 2) costs for and to a Missouri licensed elevator inspection service to witness the annual inspection provided by the elevator contractor, however
 - 3) the Elevator contractor's cost for the inspection shall be included in their bid for the annual service and shown separately on the pricing page.

- Perform an annual hydraulic pressure test for all hydraulic elevator systems. The Annual hydraulic pressure test refers to testing done on hydraulic passenger elevator systems. The St. Louis Public Library will be responsible for paying the:
 - 1) State of Missouri fee for the inspection and
 - 2) costs for and to a Missouri licensed elevator inspection service to witness the annual inspection provided by the elevator contractor, however
 - 3) the Elevator contractor's cost for the inspection shall be included in their bid for the annual service and shown separately on the pricing page.

ATTACHMENT A – SCOPE OF WORK

BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY RFB 22-004067 ELEVATOR MAINTENANCE & SERVICE AGREEMENTS

- Perform the five-year full load test.
 - 1) State of Missouri fee for the inspection and
 - 2) costs for and to a Missouri licensed elevator inspection service to witness the annual inspection provided by the elevator contractor, however
 - 3) the Elevator contractor's cost for the inspection shall be included in their bid for the annual service and shown separately on the pricing page.

Skilled, experienced elevator service and repair personnel directly employed and supervised by Contractor shall perform all work.

The St. Louis Public Library representative will approve all work. Documentation of all work will be forwarded to the St. Louis Public Library representative.

GENERAL

The Contractor shall comply with all the terms and conditions contained herein. The submission of a bid shall be considered as prima facie that the Bidder has familiarized himself/herself with and understands the conditions under which the contract will be awarded, performed and administered.

RESPONSIBILITY OF CONTRACTOR

The Contractor shall furnish all labor, tools, materials, equipment, insurance and transportation for the maintenance of elevators.

The Contractor shall be responsible for the work and every part thereof, and all work of every description used in connection therewith.

The Contractor shall be held responsible for the satisfactory and complete execution of the work in accordance with the true intent of the specifications and shall provide, without extra charge, all incidental items required as part of the work even though not specified or indicated.

SITE INSPECTION

Bidders are encouraged to visit the site(s) and verify all measurements, materials, etc. as required by this specification. Bidders shall be responsible for the correctness of same. No extra charge or compensation will be allowed for any errors, omissions or miscalculations, or because of failure on the part of the Contractor to investigate or inspect the site.

Any questions or concerns regarding this solicitation should be directed to Rita Kirkland, Assistant Business Manager, at (314) 539.0313.

ATTACHMENT A – SCOPE OF WORK

BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY RFB 22-004067 ELEVATOR MAINTENANCE & SERVICE AGREEMENTS

ASSIGNMENT

The contractor shall not assign this contract, or any portion thereof, except upon the prior written approval of the St. Louis Public Library.

PROGRAM REQUIREMENTS

Elevator maintenance and repair services at designated locations (See Pricing Sheet). The successful bidder will perform the work described herein on a quarterly basis for routine maintenance and be available at the St. Louis Public Library's direction on an "AS NEEDED" basis for repairs.

All work is to be done in a professional and safe manner by trained personnel.

PROPOSED METHOD OF PERFORMANCE

Contractor shall submit, with proposal, a written narrative describing the method and/or manner in which the Contractor will provide the services required by this specification at each location.

EXPERTISE OF CONTRACTOR'S PERSONNEL

Contractor shall submit with proposal information related to the experience and qualifications of persons who will perform the work, including completed training and/or certification of personnel working with hazardous materials.

SAFETY/ENVIRONMENTAL CONSIDERATIONS

- 1) The Contractor shall institute all reasonable safety precautions at the site(s). All work under this contract will be performed in a safe and hazard-free manner.
- 2) Equipment must be properly maintained and in good working order at all times. PROPOSER IS TO SUBMIT A LISTING OF EQUIPMENT AND QUANTITIES DEEMED NECESSARY TO PERFORM THE SERVICES SPECIFIED HEREIN.
- 3) The Contractor must be in compliance with all local, state, and federal laws and regulations regarding such work.

EXPERIENCE AND RELIABILITY

- 1) Bidder shall submit with proposal any information which documents successful and reliable experience in the past.
- 2) Bidder shall provide information related to current and previous contracts that are similar to the requirements contained in this specification. Such information shall also include a minimum of three (3) references, giving the name of the organization, address, telephone number, and name of contact person.

ATTACHMENT A – SCOPE OF WORK

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL
LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY
RFB 22-004067 ELEVATOR MAINTENANCE & SERVICE AGREEMENTS**

EXPERIENCE AND RELIABILITY

- 3) Bidder shall submit with proposal any information which documents successful and reliable experience in the past.
- 4) Bidder shall provide information related to current and previous contracts that are similar to the requirements contained in this specification. Such information shall also include a minimum of three (3) references, giving the name of the organization, address, telephone number, and name of contact person.

INSURANCE/INDEMNITY

Prior to commencement of services, Contractor shall provide the St. Louis Public Library with certificates of insurance in full force throughout the life of the contract, and shall require that at least ten (10) days' notice be given in the event of cancellation. Minimum requirements are as follows:

BODILY INJURY

Each Person: \$ 500,000
Each Accident \$1,000,000

PROPERTY DAMAGE

Each Accident \$ 500,000
Aggregate \$ 1,000,000

Proof of Insurance shall be supplied to the St Louis Public Library at time of award of contract.

Contractor shall indemnify and hold harmless the St. Louis Public Library from and against any claim, damage, loss, liability, reasonable costs and expenses whatsoever which the St. Louis Public Library may suffer as a result of this contract.

OTHER PROVISIONS

- 1) Bidders are strongly urged to carefully read all terms and conditions prior to submission of a bid.
- 2) Bidders must provide a firm fixed price for all requirements set forth in this proposal.
- 3) Contractor must comply with any local, state and federal equal opportunity laws and regulations.
- 4) Contractor may not subcontract any part of services to be performed to any other elevator maintenance/repair company.

ATTACHMENT A – SCOPE OF WORK

BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY RFB 22-004067 ELEVATOR MAINTENANCE & SERVICE AGREEMENTS

TERMS OF CONTRACT

The contract shall not bind the St. Louis Public Library for any contractual commitment in excess of the original contract period. The St. Louis Public Library shall have the right, at its sole option, to renew the contract for two (2) one-year periods, or a portion thereof. In the event that the St. Louis Public Library exercises its options, all terms, conditions and provisions of the original contract shall remain the same and apply during the extension period. If the options are exercised, the Contractor shall agree that the prices stated in the original contract shall not be increased in excess of the maximum percentages of increases if stated in on the pricing page of the contract. If the pricing page does not include such percentages or if applicable spaces are left blank, prices during the renewal periods shall be the same as during the original contract.

QUALITY CONTROL

The Bidder shall be responsible for maintaining quality control. Preliminary approval by the St. Louis Public Library does not relieve the bidder of his/her responsibility. The St. Louis Public Library reserves the right to reject any services that do not meet acceptable standards of quality.

INVOICING

Contractor shall submit itemized invoices detailing services performed, location, and length of time devoted to each aspect of services, with "Total Billing Price" listed to: Attn:::, Department of Finance-Accounts Payable, St Louis Public Library, 1415 Olive St, St Louis MO 63103. A SAMPLE INVOICE SHOULD BE SUBMITTED WITH THE BID RESPONSE DETAILING A TYPICAL BILLING FOR SIMILAR SERVICE. The St. Louis Public Library payment terms are net 30 days.

PRICING

Bidder is cautioned to carefully price each service outlined on the attached pricing page.

EXCLUSIONS

These specifications do not include the refinishing of inside of car, finish materials on car or hoistway doors, or any structural part of the elevator shaft.

ATTACHMENT A – SCOPE OF WORK

BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY RFB 22-004067 ELEVATOR MAINTENANCE & SERVICE AGREEMENTS

PREVENTIVE ELEVATOR MAINTENANCE REQUIREMENTS

The Contractor will provide monthly inspections, maintenance and equipment adjustment services (preventive maintenance) and will report all findings in writing to the Facilities Maintenance Manager. Also included is the performance of periodic tests as required by local codes.

MONTHLY SERVICE:

Contractor shall, on a monthly frequency, examine, adjust, lubricate and, if conditions warrant as determined by Contractor, and with the authorization from representative, repair or replace the items listed below. The Contractor shall be responsible for conducting monthly maintenance inspections of elevators.

Contractor shall perform all preventive maintenance during regular working hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding legal holidays.

Contractor shall furnish lubricants per manufacturers' recommendations, cleaning compounds and wiping clothes to maintain equipment, for smooth and efficient performance.

Contractor shall relamp elevator signals as required.

Contractor shall repair and/or replace components worn due to normal wear and tear.

Callbacks within normal business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday will be handled at no extra charge to the St. Louis Public Library.

FURNISH AND MAINTAIN: parts and supplies necessary to the preventive maintenance and corrective repair of items described above and shown below.

CONTROLLERS: Including relays, contacts, coils, timers, printed circuit boards, microprocessor boards, controller wiring, travel cable wiring, and hoist way wiring.

SELECTORS: including electrical or mechanical drive components, cams, contacts, relays, resistors, leads, transformers, and solid state components.

FIXTURES: including car and hall button stations, master indicator control panels, all signal fixtures including contacts, buttons, key switches, locks, lamps and sockets.

ATTACHMENT A – SCOPE OF WORK

BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY RFB 22-004067 ELEVATOR MAINTENANCE & SERVICE AGREEMENTS

- **MACHINE:**
 - **MOTOR:** Including gears, bearings, brakes and related parts, brushes, windings, commutators, rotating equipment, contacts, coils, and resistors for motor circuits, v-belts, sheaves and wiring.
 - **PUMP:** Including sheave, screens, filter hoses, or any parts thereof.
 - **CLEAN:** Elevator machine including pump, valves, and motor.
- **VALVES:** Complete, including relief valve, leveling valves, cheek valve, strainers, springs, gaskets, or any parts thereof.
- **JACK UNIT:** Including plunger, guide bearing, packing and packing gland.
- **GOVERNOR:** Including sheave, bearings, shafts, contacts and governor jaws.
- **CAR:** Including power door operator, door protective devices, car door operator, hangers, car door contact, load weighing equipment, car safety devices, car guide shoes, and subflooring. Ride the elevator each visit, checking floor levels, door operation and checking all signal fixture lamps (replacing when needed).
- **ACCESSORY EQUIPMENT:** Including all necessary elevator equipment installed prior to commencement of this contract unless documented in the exclusion paragraph.
- **HOISTWAY:** Including deflector sheave, secondary sheaves, buffers, governor tension assemblies, limit switches, compensating sheave assemblies, compensating chain or cables, traveling cables, hoistway and machine room wiring, hoistway door interlocks, hoistway door hangers and gibs and auxiliary closer. Included shall be the periodic brush down and vacuum of the hoistway, driver beams, door hangers, car top and bottom, door sills (beyond opening) and pit.

ATTACHMENT A – SCOPE OF WORK

BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY RFB 22-004067 ELEVATOR MAINTENANCE & SERVICE AGREEMENTS

- **GUIDE RAILS:** Keep the guide rails properly lubricated, except where roller guides are used, and when necessary to renew guide shoe inserts, or roller guides when used, to promote smooth and quiet operation.
- **WIRE ROPES:** Will be renewed as often as necessary to maintain an adequate factor of safety and equalize the tension on all hoisting ropes.
- **FURNISH LUBRICANTS:** Compounded to specifications and selected to give the best performance. Lubricate pumps, pump motors, couplings, valve control equipment, guides or guide rollers, interlocks, automatic door operator and its linkage parts.
- **FURNISH AND MAINTAIN:** Hydraulic fluid at proper operating level.

ALL OTHER MAINTENANCE FEATURES OR PRACTICES NOT CITED ABOVE WHICH ARE CONSIDERED ROUTINE IN ELEVATOR MAINTENANCE IN GENERAL

Elevator maintenance and repair services at designated locations (See Pricing Sheet). The successful bidder will perform the work described herein on a monthly basis for routine maintenance and be available at the St. Louis Public Library's direction on an "AS NEEDED" basis for repairs.

ANNUAL STATE ELEVATOR INSPECTIONS:

The Contractor shall annually perform a "no load test" of the safety devices as outlined in the American National Safety Code for Elevators and Escalators, ANSI A17.1, current edition as of the date this agreement is submitted, see Scope of Work.

ATTACHMENT A – SCOPE OF WORK

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL
LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY
RFB 22-004067 ELEVATOR MAINTENANCE & SERVICE AGREEMENTS**

PARTS AND MATERIAL REPLACEMENT:

Replacement parts, oil, lubrications and materials are to be included as necessary to perform routine operating inspection (s), annual preventive maintenance tasks indicated.

Replacement parts are based on each original equipment manufacturer's (OEM) recommendations for routine expendable parts. All parts used in the performance of this agreement shall be new and/or refurbished and meet the OEM specifications.

SOFTWARE LICENSE AND RESTRICTIONS:

Software

In the performance of the contractual service parts or equipment that contain software may be used. No software shall be installed without written consent from the St. Louis Public Library. If at such time software is installed it shall become the property of the St. Louis Public Library.

Licenses

Contractor shall, prior to award, and without additional expense to the St. Louis Public Library, possess all licenses and shall provide proof, thereof, to the St. Louis Public Library. No work shall commence until all required permits or licenses have been obtained by the Contractor or when all required fees have been paid.