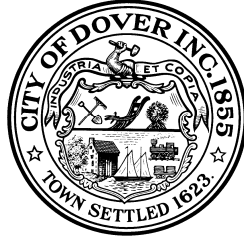


DANIEL R. LYNCH
Finance Director
d.lynch@dover.nh.gov

ANN M. LEGERE, CPPB
Purchasing Agent
a.legere@dover.nh.gov



288 Central Avenue
Dover, New Hampshire 03820-4169

(603) 516-6030
Fax: (603) 516-6097
www.dover.nh.gov

City of Dover, New Hampshire

OFFICE OF THE FINANCE DIRECTOR

January 13, 2011

REQUEST FOR QUOTE #Q11-020 **Elevator Inspections and Maintenance**

You are cordially invited to submit a quote for **Elevator Inspections and Maintenance** in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

One copy of the Proposal must be submitted in a sealed envelope, plainly marked:

RFQ #Q11-020 - Elevator Inspections and Maintenance

**Purchasing/Finance Office
City of Dover
288 Central Ave 2nd. Floor
Dover NH 03820**

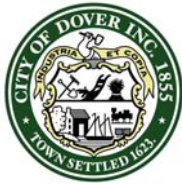
All proposals/bids must be received by **February 8, 2011 at 2:00 p.m. EST**

AML:kjn
Attachments

****IMPORTANT: IF you have not already,*** In order to be notified of any future bids associated with your service, please visit our new web page, www.dover.nh.gov proceed to the Finance/Purchasing/Bids page and add your company to our vendor database..**under contracted services Code 38 Elevator Inspections**

Vendors wishing to respond to a bid request with alternates to specifications must notify the Purchasing Office no less than five (5) business days prior to the bid request opening date. If the proposed changes are acceptable, the City will advise other potential respondents, thereby maintaining equality in the bid process. Failure to advise the City could result either in rejection of the alternate proposal or in an untimely extension of the sealed bid process.

Vendors may be asked, as part of the bid evaluation process, to supply company financial information. This data will be held in the strictest confidence and be utilized only to help assess the stability of a responding firm. The records will be returned to you after identifying the successful respondent to the bid request.



CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type Quote

Number: Q11-020

Title Elevator Inspections and Maintenance

Date January 14, 2011

I. INTRODUCTION

The contractor shall perform an annual inspection (State NH Certification and Smoke detector Recall test) of all city maintained elevators and bi-monthly periodic inspections and Lubrications on each city maintained elevator and associated machinery in accordance with the elevator manufacturer's recommendations. The contractor will provide 24-hour emergency call out service to make repairs as required. All work to be accomplished in accordance with all federal, state and local laws.

The Elevator Inspection and Maintenance bid will be a two (2) year bid beginning March 1, 2011 through February 28, 2012, renewable after the first year contingent upon vendor satisfaction and funding availability.

II. GENERAL REQUIREMENTS

Vendors making proposals must respond in writing to all requirements of this Request for Quote (RFQ). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

All proposals must be received and date/time stamped by the date and time listed on page one of this document by the office of the Purchasing Agent at:

City of Dover Municipal Building
Finance Office 2nd. Floor
288 Central Avenue
Dover, NH 03820

Proposals must be plainly marked as indicated on page one of this document. The submittal package shall include one copy of the proposal as indicated on page one of this document.

No late, email or facsimile proposals will be accepted.

Costs incurred for the preparation of a proposal in response to this RFQ shall be the sole responsibility of the vendor submitting the proposal. The City of Dover reserves the right to select or reject any vendor that it deems to be in the best interest to accomplish the project specified. The City reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The City reserves the right to discontinue the selection process at any time prior to the awarding of a contract. The City reserves the right to waive defects and informalities of the proposals.

Questions should be directed to Ann M. Legere, Purchasing Agent, at a.legere@doover.nh.gov



CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type	Quote	Number:	Q11-020
Title	Elevator Inspections and Maintenance		
Date	January 14, 2011		

III PROJECT REQUIREMENTS

The contractor will provide bi-monthly inspections, Lubrication and minor equipment adjustment service, complete check of all safety circuits and will report all findings in writing to Sharon Lucey, Supervisor of Facilities and Grounds Division within 24 hours.

The contractor will provide State of New Hampshire required inspection services performed annually to included: Annual State NH Recertification Inspection (less state certificate fees) the city will pay State NH directly. ALSO witnessing the proper operation of the elevator on activation of the smoke detector recall devises (to be coordinated with City of Dover smoke alarm vendor). There is also a chair lift in the lower level of library that requires annual inspections.

The contractor will be responsible for providing advance notification, at a minimum of 24 hours, to Sharon Lucey @ 516-6480 of any inspection or repair activities. Contractor shall perform all services during regular working hours 7:00 am to 4:00 pm Monday through Friday, excluding holidays.

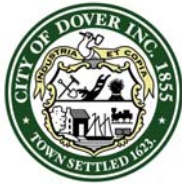
The contractor will perform these periodic tests in accordance with elevator codes to ensure the elevators meet safety and maintenance requirements. Qualified personnel must complete all tests. The contractor will ensure that all applicable tests are completed on a timely basis and recorded on the Department of Labor. The contractor will also apply tags to equipment where applicable.

EMERGENCY WORK AND UNSCHEDULED REPAIRS

The contractor will provide all necessary repairs and emergency on-call services to maintain the elevators. The contractor must provide a 24-hour contact number and provide a qualified repairperson on site within 1 hour of being notified. A written report of all findings and actions will be sent to Sharon Lucey, Supervisor for Facilities and Grounds Division in a timely manner.

INSPECTION INFORMATION

- 1) At a minimum, the contractor quote must contain fixed pricing for performing the bi-monthly examination and lubrication activities discussed as well as and annual inspections mandated by state of NH.
- 2) The vendor will supply all labor, vehicles, tools, testing equipment and parts, which satisfy manufacturer's applicable requirements.
- 3) A copy of the schedule must be submitted to the Sharon Lucey, Superintendent of Facilities and Grounds & Cemeteries Community Services Department for review and approval within 30 days of award of bid.



CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type
Title

Quote

Elevator Inspections and Maintenance

Number: **Q11-020**

Date

January 14, 2011

- 4) The vendor will be responsible for providing advance notification, at a minimum of 24 hours, to the facility managers of any on site activities.
- 5) The contractor will establish a log for each location, which documents the inspection or repair activity.
- 6) The contractor must provide the City with a list of telephone numbers, pager numbers, and cell phone numbers where a qualified service technician can be reached at all times in the event of an emergency.
- 7) In addition, the contractor quote should specify;
 - a) Labor billing rate for repair activities not covered under the fixed price activities-include straight time and overtime rates, and under what circumstances overtime rates are charged.
 - b) Policies if any, on pricing of replacement parts not covered under the fixed price activities.
 - c) A list of three (3) customers with contract names and phone numbers that your company provides elevator maintenance and inspection services to with like equipment (size, models, etc.).

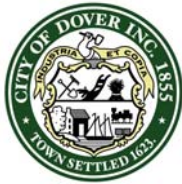
DELIVERY OF BID PROPOSALS

When sent by mail, the sealed proposal shall be addressed to the City of Dover, Purchasing Agent Ann Legere, 288 Central Ave 2nd floor, Dover, NH 03820. All proposals shall be filed prior to the time and at the place specified in the invitation for bids. Proposals received after the time for opening of the bids will be returned to the bidder, unopened.

Emailed or faxed bid proposals are not acceptable.

PREPARATION OF BID PROPOSAL

1. The Bidder shall submit her/his price proposal upon the form(s) furnished by the City (attached). Also, include a **detailed description of services** to be covered under your proposal.
2. If a price is already entered by the bidder on the proposal form is to be altered it should be crossed out with ink, the new price entered above or below it, and initialed by the bidder, also with ink.
3. The bidder's proposal must be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture, by one or more officers of a corporation, or by an agent of the contractor legally qualified and acceptable to the owner.



CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type Quote

Number: Q11-020

Title Elevator Inspections and Maintenance

Date January 14, 2011

4. All questions shall be submitted in writing to the Purchasing Agent @ a.legere@dover.nh.gov . The Purchasing Agent will then forward both the question and the City's response to the question to all prospective bidders.
5. A Contract shall be forwarded along with vendor's proposal for review by City of Dover Attorney prior to award.

AWARD AND EXECUTION OF CONTRACT

CONSIDERATION OF PROPOSALS

1. Bids will be made public at the time of opening and may be reviewed only after they have been properly recorded.
2. The right is reserved to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the judgment of the City; the best interest of the City of Dover will be promoted thereby.

AWARD OF CONTRACT

If a contract is to be awarded, the award will be made to the bid most advantageous to the city from lowest responsible and qualified bidder whose proposal complies with all the requirements prescribed as soon as practical after the bid opening. No bid shall be withdrawn for a period of (60) sixty days subsequent to the opening of bids without the consent of the City of Dover. The successful bidder will be notified, via mail to the address on his proposal, that her/his bid has been accepted and that she/he has been awarded the contract. **Sample Contract is under Attachment A, any alterations should be listed by vendor and included in bid response.**

CANCELLATION OF AWARD

The City reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the City.

BID EVALUATION

In addition to the bid amount, additional factors will be considered as an integral part of the bid evaluation process, including, but not limited to:

1. The bidder's ability, capacity, and skill to perform services in a timely manner.
2. The bidder's experience, reputation, efficiency, judgment, and integrity.
3. The quality, availability and adaptability of the supplies and materials sold.
4. The bidder's past performance. Please send Contact names and phone numbers of 3 references for similar work performed in the last 5 years.
5. The bidder's ability to provide future maintenance and/or services.



CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

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6. Any other applicable factors as the City determines necessary and appropriate (such as compatibility with existing equipment).

CONDITIONS AT SITES

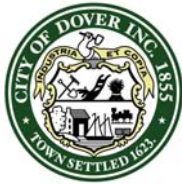
Bidders shall be responsible for having ascertained pertinent local conditions, such as: location, accessibility and general character of the site of the building. A site visit may be arranged by calling Sharon Lucey @ 516-6480.

LAWS, PERMITS AND REGULATIONS

1. The Contractor shall obtain and pay for all licenses and permits as may be required of him by law, and shall pay for all fees and charges for connection to outside services, and use of property other than the site of the work for storage of materials or other purposes.
2. The Contractor shall comply with all State and Local laws, ordinances, regulations and requirements applicable to work hereunder, including building code requirements. If the Contractor ascertains at any time that any requirement of this Contract is at variance with applicable laws, ordinances, regulations or building code requirements, she/he shall promptly notify Sharon Lucey in writing.

CONTRACTOR'S AND SUBCONTRACTOR'S INSURANCE

1. The Contractor shall deliver at the time of execution of the Contract; certificates of all insurance required hereunder and shall be reviewed prior to approval by the City of Dover. The certificates of insurance shall contain the description of the Project, and shall state that the companies issuing insurance will endeavor to mail to the City of Dover ten (20) days notice of cancellation, alteration or material change of any listed policies. The Contractor shall keep in force the insurance required herein for the period of the Contract. At the request of the City of Dover, the Contractor shall promptly make available a copy of any and all listed insurance policies. The requested insurance must be written by a Company licensed to do business in New Hampshire at the time the policy is issued.
2. The City of Dover, NH shall be listed as additional insured on all the Certificates of Insurance.
3. The Contractor shall require each Subcontractor employed on the Project to maintain the coverage listed below unless the Contractor's insurance covers activities of the Subcontractor on the Project.
4. No operations under this Contract shall commence until certificates of insurance attesting to the below listed requirements have been filed with and approved by the Purchasing Department, and the Contract approved by the City Manager.
 - a. Workmen's Compensation Insurance



CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type Quote Number: **Q11-020**
Title **Elevator Inspections and Maintenance**
Date January 14, 2011

Limit of Liability - \$100,000.00 per accident

b. Commercial General Liability

Bodily Injury: \$1,000,000.00 per occurrence, \$2,000,000.00 aggregate

Property Damage: \$500,000.00 per occurrence, \$500,000.00 aggregate

Combined Single Limit, Bodily Injury and Property Damage: \$2,000,000.00 aggregate

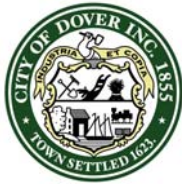
PROTECTION OF WORK AND PROPERTY

The Contractor shall, at all times, safely guard the City's property from injury or loss in connection with this Contract. She/he shall, at all times, safely guard and protect her/his own work and that of adjacent property from damage. All passageways, guard fences, lights and other facilities required for protection by State or Municipal laws, regulations and local conditions must be provided and maintained.

USE OF PREMISES AND REMOVAL OF DEBRIS

The Contractor expressly undertakes at his own expense:

1. To take every precaution against injuries to persons or damage to property;
2. To comply with the regulations governing the operations of premises which are occupied and to perform his Contract in such a manner as not to interrupt or interfere with the operation of the Institution;
3. To perform any work necessary to be performed after working hours or on Sunday or legal holidays without additional expense to the City, but only when requested to do so by the City;
4. To store his apparatus, materials, supplies and equipment in such orderly fashion at the site of the work as will not unduly interfere with the progress of his work or the work of any other persons;
5. Daily to clean up and legally dispose of (away from the site), all refuse, rubbish, scrap materials and debris caused by his operation.
6. **All work shall be executed in a workmanlike manner by experienced persons in accordance with the most modern mechanical practices and shall represent a neat appearance when completed.**



CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type Quote

Number: Q11-020

Title Elevator Inspections and Maintenance

Date January 14, 2011

IV INFORMATION AVAILABLE

DESCRIPTION OF ELEVATORS TO BE MAINTAINED

	City Hall	City Library	McConnell #1	McConnell #2	Library Chair lift
Description Make/Model	Dover	Dover	Thyssel Krupp Tac22	Thyssel Krupp Tac22	Speed 20 Feet per minute
Location in Building	Hale St Entrance Door	Front desk	By recreation office	Door 7	Children's room in the lower level library
Yr of Installation	1986	1986	2006	2006	1995
Max. Load LBS	2100	2100	2500	2500	450

VI SUBMITTAL REQUIREMENTS

Statement of Project Requirements

State in succinct terms the vendors understanding of what is required by this Request for Proposal. The vendor shall demonstrate their knowledge of the project by documenting issues associated with this Project.

Firm

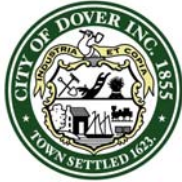
Information on the firm shall be provided. Such information shall elaborate on the firm's size, areas of specialization, and list current projects underway. Provide similar information on all subcontractors that will be utilized.

Team

Include a Project Team and Organization Chart of all individuals who will be assigned to work on this project. Also, list any proposed sub-consultants and their intended scope of work.

Commitments

Submit a description of the vendors overall capability, resources and assurance that it can meet its' commitment to successfully complete this project within the specified time frame.



CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type Quote Number: **Q11-020**
Title **Elevator Inspections and Maintenance**
Date January 14, 2011

Costs

Pricing Information: to include all 4 elevators and 1 chair lift.

Price for annual inspections
1st year

Price for annual inspections
2nd year

Price for bi-monthly
examination / lubrication
1st year

Price for bi-monthly
examination / lubrication
2nd year

Neither Mileage nor portal to portal will be paid by the city for annual inspections or bi-monthly services.

Time - Materials Rates for Service not covered under fixed price activities.

Straight Time, Labor rate, not covered under fixed price activities

Price per hour
1st year

Price per hour
2nd year

Overtime, labor rate, not covered under fixed price activities. Include your policy if you have one.

Price per hour
1st year

Price per hour
2nd year

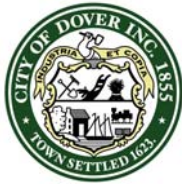
Parts, Percent Markup, for repair activities not covered under the fixed activities

Price per hour
1st year.

Price per hour
2nd year

Is there a portal to portal charge? Yes _____ no _____
If yes, what is the charge? \$ _____
Coming to Dover from where _____
Number of Miles _____

List any fees other fees you charge that are not listed on this page. _____



CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

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Title Elevator Inspections and Maintenance

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References

Recent names and phone number information must be provided for at least three (3) other customers for whom these types of services have been successfully provided.

1. _____ 2. _____

3. _____

Licenses and Permits

All State of NH & local codes, permits and licensing requirements must be met by anyone performing work on city property. Vendor will be required to obtain permits prior to commencing any work. Local permit fees will be waived by city. Copies of such permits and licenses will be forwarded to the Purchasing Agent for the file prior to work commencing

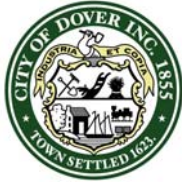
CONTACT INFORMATION: SIGNATURE REQUIRED:

Official Entity Name		FOB Information:	
Address:			
City, State, Zip		Availability:	
Email address:		State of Incorporation	
Warranty/guarantee:		Price holds for:	
Date:		SSN or EIN:	
Telephone #:		Fax #:	
Signature:		Title:	

Check here if appropriate: _____ (X) NO BID

Any deviations from the above stated specifications must be so noted and any bid prices must be reflective of these deviations. The FOB point is always to be Dover unless otherwise stated by the bidder. A FOB point other than the City of Dover must be so stipulated by the bidder.

***IMPORTANT:** In order to be notified of any future bids associated with your service, please visit our new web page, www.dover.nh.gov proceed to the Finance/Purchasing/Bids page and add your company to our vendor database..Contracted services Class code 38 Elevator inspections



CITY OF DOVER

REQUEST FOR BID, PROPOSAL, QUOTATION

Request Type Quote

Number: Q11-020

Title Elevator Inspections and Maintenance

Date January 14, 2011

BID, RFP AND QUOTE TERMS AND CONDITIONS

1. **BID ACCEPTANCE AND REJECTIONS:** The City of Dover reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the City"; to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.
2. **FINAL BID PRICE:** Terms and FOB point are always part of the bid. FOB POINT IS ALWAYS TO BE DOVER, NH UNLESS OTHERWISE INDICATED BY THE BIDDER. IT IS THE BIDDER'S RESPONSIBILITY TO SO DESIGNATE A FOB POINT OTHER THAN DOVER. If the bidder has any special payment or delivery clauses which could effect the final delivery price of an item up for bid, that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.
3. **LATE PROPOSALS/BIDS:** Any bids received after specified date and time will not be considered, nor will late bids be opened.
4. **PAYMENT TERMS:** It is the custom of the City of Dover to pay its bills within 20 - 30 working days following delivery of, and receipt for, all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.
5. **BRAND NAMES:** When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the City Purchasing Agent so that it may be checked into for bids for the coming year. The bidder will state in the proposal the brand name and any guarantees of the material he/she proposes to furnish. The brand name is to be for the material that meets all specifications.
6. **SUBCONTRACTORS:** Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the City of Dover reserves the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor.
7. **PROPER DOCUMENTATION:** Any respondent to a bid request should sign off on and return to the Purchasing Department the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with and understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.
8. **BID RESULTS:** The Purchasing Office will NOT respond to phone inquiries for Bid Results, other than to identify the apparent low bidder and his total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis of a particular bid request by either attending a bid opening (which is open to all interested parties); by coming to City Hall after a bid opening and asking to look through the file; by visiting our website at www.dover.nh.gov, or by sending a written request for the bid analysis along with a self-addressed stamped envelope.