

**PROPOSAL FOR
Elevator Repair and Maintenance
Milwaukee Public Library
RFP 18-004
SCOPE OF SERVICES**

I. General Information

The City of Milwaukee acting through the Board of Trustees, Milwaukee Public Library (Board) is seeking proposals from qualified providers for **Elevator Repair and Maintenance**.

An assessment of four Otis electric passenger elevators located at the Milwaukee Public Library Central Branch was made by Paul Rosenberg of Performance Elevator Consulting on August 24 and August 28, 2017. We are soliciting your proposal to correct the following deficiencies and elevator code violations, and submit a maintenance proposal for 8 elevators, meeting the requirements on page 7.

Since the mandatory testing is past due and other critical repairs need to be made, indicate how soon you can begin the repairs with your bid. And since repairs will commence soon, no deposit or advance payment will be considered. You may invoice for materials upon commencement and labor as used.

II. Contract Term

The term of this contract is one (1) year. The resulting contract may be extended for 2 additional one-year periods by mutual consent.

III. Questions and Site Inspections

The Milwaukee Public Library will consider questions from responders regarding the meaning or intent of the RFP or contract documents. All questions must be in writing and submitted to Ms. Jennifer Meyer-Stearns, Assistant Director of Library Operations, by the date specified in the Invitation to Bid. Replies shall be issued by Addenda emails to all parties recorded by the Library as having received the Request for Proposal.

A site visit and tour of the elevators will be led by Performance Elevator Consulting, Paul Rosenberg, on January 24, 2018 from 1:00 p.m. to 4:00 p.m. at Milwaukee Public Library – Central Branch. The visit will begin at the Wisconsin Avenue entrance promptly at 1:00 p.m.

IV. Proposal Response Date

The Responder's proposal, in its entirety, must be received in the Business Office of the Milwaukee Public Library no later than the date and time shown on the Official Notice. All proposals and accompanying documentation will become the property of the Milwaukee Public Library and will not be returned.

Responders assume the risk of the method of dispatch chosen. MPL assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt. Late proposals will not be accepted nor will additional time be granted to any Responder.

V. Scope of Services

A. Elevators

The four passenger elevators included in the RFP are summarized below.

No	Location	State Reg	Capacity	Speed	Stops	Landing Desig	Manuf	Drive
E3	Rotunda	12237	3000	200	4	B-1-2-3	Otis	Traction
E4	Circulation	10679	2500	200	6	3T-4T-1-2-2M-3	Otis	Traction
E5	Annex SE	10815	1200	100	6	1T-2T-3T-4T-1-2	Otis	Traction
E6	Annex SW	10812	2000	100	6	1T-2T-3T-4T-1-2	Otis	Traction

B. Elevator History

Three of the Otis elevators evaluated (E4-E5-E6) were originally installed in 1955. Of these, the E5 and E6 elevators remain primarily the original equipment. The E3 Rotunda elevator was subsequently installed in 1962. Both the E3 Rotunda and E4 Circulation elevators have been modernized. Additional modernization work on several of these elevators is expected to be authorized in the next year.

C. Elevator Location

A Building Key Plan on page 7 shows the location of all 10 elevators in the Central Branch.

#E3 Rotunda

Type: Otis Electric Passenger
Contract Date: 12/31/1962 - mod 8/2000
ASME A17.1 Code: N/A – 1996
WI Admin Code: 7/1959 – 11/1999
Rated Speed: 200 FPM

Audit Date: August 28, 2017
Drive Type: Geared Traction
State Reg. No. 12237
Rated Load: 3000 lbs.
4 Landings served: B-1-2-3

Deficiencies:

Item	Deficiency	Responsibility	Correction Required
1.	The Category 1 tests are overdue, and were required 8 months ago by 3/1/17.	Elevator Co	Perform and document the applicable Category 1 tests ASAP.
2.	The Category 5 tests were due by 10/31/17.	Elevator Co	Perform and document the applicable Category 5 tests ASAP.
3.	The emergency telephone doesn't work if the 110V supply is turned off.	Elevator Co	Replace the phone battery.
4.	Two car lanterns are provided; the up lamp in the east lantern doesn't light up.	Elevator Co	Renew up car lantern lamps.
5.	A hoistway door unlocking key wasn't found in the machine room or at B.	Elevator Co	Provide the required hoistway door unlocking device in the machine room.
6.	Spare roller guides are stored on the car top.	Elevator Co	Remove. Storage on elevator car tops is prohibited by the elevator code.
7.	A knockout plug is missing on a 4x4 fire alarm box on west HW wall between 1 and 2.	Elevator Co	Install knockout plug in electrical box for fire alarm wiring.
8.	The LS-CUTE car top reader is extremely noisy as the car moves in the hoistway.	Elevator Co	Renew nylon guides for tape reader.
9.	The guards have been removed from the car roller guides and are stored on car top.	Elevator Co	Reinstall guards on roller guide assemblies.
10.	Cardboard is on the car top. Storage on elevator car tops is prohibited by code.	Elevator Co	Remove, and clean up oil on car top and on machine beams.
11.	The suspension ropes have reduced diameter.	Elevator Co	Furnish and install new suspension ropes and wedge clamp shackles.
12.	No Phase II operating procedures sign is provided on the car operating panel.	Elevator Co	Provide the required signage.
13.	Parts and trash have been swept into a corner of the elevator pit.	Elevator Co	Remove parts and trash from the elevator pit.
14.	The circuit breaker disconnecting means in the machine room is not marked to indicate the voltage.	Owner	Provide proper marking of voltage rating.
15.	The globe lamp and metal guard have been removed to fit a compact fluorescent lamp in the pit light fixture.	Owner	Lamps in the pit are required to be guarded from accidental contact.

#E4 Circulation

Type: Otis Electric Passenger
Contract Date: 1/13/1955 - mod 12/2002
ASME A17.1 Code: N/A - 1996
WI Admin Code: 2/1952 – 6/2002
Rated Speed 200 FPM

Audit Date: August 28, 2017
Drive Type: Geared Traction
State Reg. No. 10679
Rated Load: 2500 lbs.
6 Landings served: 3T-4T-1-2-2M-3
(Floors 2-2M are presently restricted)

Deficiencies:

Item	Deficiency	Responsibility	Correction Required
16.	The Category 1 tests are overdue, and were required 8 months ago by 3/1/17.	Elevator Co	Perform and document the applicable Category 1 tests ASAP.
17.	The Category 5 tests were due by 10/30/17.	Elevator Co	Perform and document the applicable Category 5 tests ASAP.
18.	The elevator performance is poor, running at 136 vs 200 FPM rated speed. And it takes up to 12 seconds to level into a floor. (Has black box drive)	Elevator Co	An allowance of 6 mechanic hours is included to troubleshoot and work with the MCE Field Engineer by phone.
19.	An audible signal shall sound as the elevator passes or stops at a floor.	Elevator Co	Renew the floor passing gong.
20.	The north car door does not lap the return column, exposing a gap.	Elevator Co	The required door clearances shall be maintained.
21.	There is a knocking noise audible outside the hoistway on automatic operation in the up direction.	Elevator Co	Corrections shall be made. The noise is not heard on top of car inspection operation.
22.	The hoistway door sight guard fasteners are loose at floors 1 and 3.	Elevator Co	Tighten fasteners or renew stripped fasteners.
23.	Door operation at 2M is extremely noisy.	Elevator Co	Even though this is a restricted landing, door equipment shall be maintained.
24.	The counterweight rollers have an accumulation of oil and debris.	Elevator Co	Clean the guide rollers.
25.	Debris has accumulated in the elevator pit.	Elevator Co	Remove debris from elevator pit.
26.	Fire Service Phase I switch is hard to operate.	Elevator Co	Lubricate or otherwise improve operation.
27.	Phase II Emergency In-Car Operation does not override keyed security for the 2 and 2M car calls.	Elevator Co	Make wiring changes to bypass keyed security on Phase II operation.
28.	Replace the existing keypad on the car operating panel with a card reader. Card reader will be furnished by others.	Elevator Co	Installed card reader and final wiring connections on controller. Extra price on bid form for traveling cable, if required.
29.	The security keypad on the car operating panel doesn't work if the 110V power supply is turned off, can't run to floors.	Owner	The access control system should be on emergency power.

#E5 Annex Southeast

Type: Otis Electric Passenger
Installation Contract Date: 4/15/1955
ASME A17.1 Code: N/A
WI Admin Code: 2/1952
Rated Speed: 100 FPM

Audit Date: August 19, 2017
Drive Type: Geared Traction
State Reg. No. 10815
Rated Load: 1200 lbs.
6 Landings served: 1T-2T-3T-4T-1-2

Deficiencies:

Item	Deficiency	Responsibility	Correction Required
30.	The Category 1 tests are overdue, and were required 8 months ago by 3/8/17.	Elevator Co	Perform and document the applicable Category 1 tests ASAP.
31.	The Category 5 tests were due by 11/1/17.	Elevator Co	Perform and document the applicable Category 5 tests ASAP.
32.	A handibox cover was removed from the box on top of the drive motor.	Elevator Co	Reinstall the box cover, which is stored on the machine room floor.
*33.	The machine service brake linkage rattles during operation of the elevator.	Elevator Co	Make appropriate corrections.
*34.	The geared machine rocks upon application of the machine brake	Elevator Co	First replace the dried out rubber isolation pads, make other corrections.
*35.	The final stop is extremely harsh in both directions, especially down.	Elevator Co	Make corrections.
*36.	The elevator doesn't run directly to the selected floor, will often run to 1 first.	Elevator Co	Make the appropriate corrections.
37.	Only the steel cabinet controller doors facing the access door are in place.	Elevator Co	Install the controller and selector guards stored in the machine room.
38.	The replacement door operator motor is extremely noisy.	Elevator Co	Make corrections.
39.	The car top exit is unfastened and unlocked.	Elevator Co	Fasten the car top exit cover closed, preferably from the elevator car top.
40.	The car exhaust fan doesn't work from the switch in the car operating panel.	Elevator Co	Make corrections.
41.	The in-car capacity plate has been de-rated down to 1000 lbs. with a marker.	Owner	Remark to the actual rated load of 1200 lbs.
42.	A coil of wire is stored by the disconnect switch.	Elevator Co	Remove loose wire from the premises.
43.	Non-vision wings (sight guards) are loose at every landing.	Elevator Co	Replace missing or stripped fasteners, tighten the others.
44.	Both lower face car guide rollers are extremely worn.	Elevator Co	Renew worn rollers.

*An allowance of 8 team hours is included for items #33-34-35-36

#E6 Annex Southwest

Type: Otis Electric Passenger
 Installation Contract Date: 4/15/1955
 ASME A17.1 Code: N/A
 WI Admin Code: 2/1952
 Rated Speed: 100 FPM

Audit Date: August 19, 2017
 Drive Type: Geared Traction
 State Reg. No. 10812
 Rated Load: 2000 lbs.
 6 Landings served: 1T-2T-3T-4T-1-2

Deficiencies:

Item	Deficiency	Responsibility	Correction Required
45.	The Category 1 tests are overdue, and were required 8 months ago by 3/9/17.	Elevator Co	Perform and document the applicable Category 1 tests ASAP.
46.	The Category 5 tests are due by 11/1/17.	Elevator Co	Perform and document the applicable Category 5 tests ASAP.
47.	The sheet steel guarding was removed from the controller and selector.	Elevator Co	Reinstall the guarding, which is stored in the machine room.
48.	Renew the suspension ropes due to minimum diameter in the rouged area.	Elevator Co	Furnish and install new suspension ropes and wedge clamp shackles.
49.	Non-vision wings (sight guards) are loose at every landing, especially at 1.	Elevator Co	Replace missing or stripped fasteners, tighten the others.
50.	The light on the car top doesn't work.	Elevator Co	Provide sufficient illumination to work safely on the elevator car top.
51.	The car top contains oil residue, which constitutes a safety hazard.	Elevator Co	Thoroughly clean the car top and overhead machine beams of oil.
52.	A door lock roller at the 1 st floor has deteriorated.	Elevator Co	Replace the worn door lock roller at floor 1.
53.	No lamp is provided in the pit light fixture.	Owner	Repair/renew the lighting in the elevator pit.
54.	Non-elevator materials are stored in the elevator machine room.	Owner	Storage of non-elevator equipment is prohibited by the elevator code.

D. Preventive Maintenance

Your preventive maintenance proposal must include/disclose the following for 8 elevators:

- Examination and lubrication service.
- Monthly for traction elevators and bimonthly for hydraulic elevators.
- 1 hour maintenance time per elevator per inspection.
- All Category 1 tests. If overdue on #1-2-9-10, make within the first month on service.
- Callbacks: 2 hours of callbacks included per month during regular working hours. If time is not used in a month it is carried forward to the next month, and an accounting shall be kept on site.
- Callback response generally within 2 hours for regular callbacks and within 30 minutes for emergency calls, during regular working hours.
- Quarterly test of Firefighters’ Emergency Operation.
- Maintenance Control Program.
- Onsite documentation of all maintenance, callbacks, adjustments, repairs and replacements, and testing.
- Hourly callback rates for regular and overtime callbacks, repairs, etc.
- Mileage or any other reimbursement costs.
- Markup on replacement parts.
- It is stipulated that minor parts replacement will be done using service time, where possible.

No	Location	State Reg	Capacity	Speed	Stops	Landing Desig	Manuf	Drive
E1	Grey Rotunda	14710	4000	350	5	L-1-2-3-4	HW	Traction
E2	Grey Rotunda	17824	8000	250	6	SB-L-1-2-3-4	HW	Traction
E3	Rotunda	12237	3000	200	4	B-1-2-3	Otis	Traction
E4	Circulation	10679	2500	200	6	3T-4T-1-2-2M-3	Otis	Traction
E5	Annex SE	10815	1200	100	6	1T-2T-3T-4T-1-2	Otis	Traction
E6	Annex SW	10812	2000	100	6	1T-2T-3T-4T-1-2	Otis	Traction
E9	Grand Staircase	20520	2500	125	2	1-2	Otis	Hydraulic
E10	Wells St Entr	27760	2500	100	5	G-4T-1-2-3	Kone	Hydraulic

E. Other Information

- The maintenance agreement submitted will be marked up and mutually acceptable terms and conditions negotiated.
- The Category 1 tests on elevators E1-2 (7/26/17), E9 (8/11/17), and E10 (4/7/17) are up to date.
- The Category 5 tests on elevators E1 (1/20/15) and E2 (3/11/15) are also current.
- Elevators #7-8 are out of service and are not included in the repair or maintenance RFP.

VI. Proprietary Proposal Material

Any information contained in the proposal that is proprietary must be clearly designated. Marking the entire proposal as proprietary will be neither accepted nor honored. If any information is marked as proprietary in the proposal, such information will not be made public.

VII. Customer References

Responders are required to submit with their proposals the names of at least three (3) public and/or private organizations for whom they are providing services similar to those described in this Scope of Services. References must include a contact name, phone number and email address.

VIII. Financial Stability

Following review of all proposals, the Milwaukee Public Library Director may request proof of financial stability from the Proposer. Such proof can take the form of a copy of its most recent audited, or compiled, financial statement, a bank reference or a credit rating.

IX. Expected Agreement

The successful Proposer will be expected to enter into an agreement on the form prepared by the City of Milwaukee, which is substantially the same as the Request for Proposal, Scope of Services and Standard Terms and Conditions. In no event is Proposer to submit its own standard terms and conditions as a response to this RFP.

X. Insurance

The Consultant shall be solely responsible to meet consultant's insurance needs as required by the City during the terms of this Contract or any extension thereof. A Certificate of Insurance in the form specified in Attachment 3 shall be provided to the City by the successful Responder as an additional insured in the following types and amounts:

Worker's Compensation	Statutory
Professional Liability	\$1,000,000 per occurrence

XI. Termination for Cause

If through any cause the Accounting Firm shall fail to fulfill in a timely and proper manner its obligations under this contract, or if the Accounting Firm shall violate any of the covenants, agreements, or stipulations of the contract, the Milwaukee Public Library shall thereupon have the right to terminate this contract by giving written notice to the Accounting Firm of such termination as specified in the Standard Terms and Conditions.

XII. Declaration of Default

The City of Milwaukee reserves the right to declare in default any contract as a result of the Responder's failure to promptly and effectively carry out the provisions of the contract.