

BOSTON PUBLIC HEALTH COMMISSION

Property Management



Request for Bid

Elevator Maintenance Service, Testing & Repairs

PM-005-2528

SPECIFICATION FOR ELEVATOR FULL MAINTENANCE SERVICE

OWNER:

Boston Public Health Commission
Property Management Division
1010 Mass Avenue
Boston MA 02118

Owner's Representatives

Estuardo Escoto
Northampton Square &
Albany Street Campus
(617) 534-5800

And

Raul Gonzalez
Mattapan Campus &
112 Southampton
(617) 534-2500

The Boston Public Health Commission (BPHC) is the local public health department for the City of Boston. BPHC's mission is to protect, preserve, and promote the health and well-being of all Boston residents, particularly the most vulnerable.

All service contracts awarded by the Boston Public Health Commission may be subject to following the City of Boston's Living Wage, and Prevailing Wage ordinance. This ordinance requires that all employees working on sizable city contracts earn an hourly wage that is enough for a family of four to live at or above the federal poverty level. This wage amount called the living wage, is recalculated every year. For more information, please visit <https://www.boston.gov/worker-empowerment/living-wage-division>.

As part of BPHC's efforts to have an equitable procurement process, BPHC will consider and encourage Certified Unrepresentative Businesses Enterprises (CUBE) that includes; Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE), Disability-owned Business Enterprise (DOBE), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), Minority Non Profit (MNPO), Women Non Profit (WNPO), Minority Women Non Profit (MWNPO) and local businesses to apply to this RFB.

Request for Proposal Timeline											
1/15/2025	Publication of Request for Bid (RFB) printed in The Boston Globe										
1/15/2025	RFB and instructions available online at boston.gov/bids										
1/15/2025	<p><u>Mandatory Walkthrough</u> of Property locations to assess the areas of requested services must be attended and completed by all prospective bid submitters. If a prospective submitter does not attend or complete the walkthrough, their submission will not be complete and will not be considered for the final contract. The mandatory walkthrough times and addresses are listed below. Attendance will be taken at each site.</p> <table><tr><th>Time</th><th>Address</th><th>Building</th></tr><tr><td>10:00 AM</td><td>785, 774 Albany Street & 794 Mass Ave Buildings Albany St Campus</td><td>Northampton, Finland, Wood Mullen Buildings</td></tr><tr><td>12:00 AM</td><td>112 Southampton & 201 & 209 River Street Buildings Mattapan Campus</td><td>Southampton, Transitions, Entre Familia Buildings</td></tr></table> <p>Failure to raise concerns over any issues at this opportunity will not be considered in any protest filed regarding such items that were known as of the walkthrough property locations.</p>		Time	Address	Building	10:00 AM	785, 774 Albany Street & 794 Mass Ave Buildings Albany St Campus	Northampton, Finland, Wood Mullen Buildings	12:00 AM	112 Southampton & 201 & 209 River Street Buildings Mattapan Campus	Southampton, Transitions, Entre Familia Buildings
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12:00 AM	112 Southampton & 201 & 209 River Street Buildings Mattapan Campus	Southampton, Transitions, Entre Familia Buildings									
1/16/2025	<p><u>Questions are due in writing by 2:00 PM to Jebarros@bphc.org & Ktejada@bphc.org</u></p> <p><u>Subject: Elevator Maintenance - BPHC RFB</u></p>										
1/20/2025	<p><u>Responses to questions will be posted on boston.gov/bids</u></p>										
1/23/2025	<p>2:00 PM EST - Bid documents must be submitted via email to Jebarros@bphc.org and KTejada@bphc.org</p> <p>Subject: <u>Elevator Maintenance - BPHC RFB</u></p> <p>No Exceptions to This Deadline</p>										

1/27/2025	<p>Notification of Decision</p> <p>The desired date for notification of award to bidder(s) however, BPHC has the discretion to extend this date without notice. BPHC reserves the right to accept or reject any or all bids. BPHC anticipates submitting a Notice of Award to the selected bidder(s) by email or address provided in the RFB responses. The contract(s) will be awarded to the lowest responsible and responsive bidder(s) meeting all requirements. The lowest responsible and responsive bidder shall mean the bidder that best meets the requirements set forth in this solicitation and offers the lowest cost. The contract(s) resulting from this RFB shall be in effect when all necessary contract documentation is fully executed by BPHC and awarded vendor(s).</p>
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BUILDINGS:

The following buildings are located on separate campuses as noted.

NORTHAMPTON SQUARE

Miranda/Cramer Building - 785 Albany Street - Office - Two (2) Elevators
Mass Avenue – One (1) Elevator

ALBANY STREET COMPLEX

Woods Mullen Building – 794 Mass Ave- Homeless Shelter - One (1) Elevator
Finland Building – 774 Albany Street – Two (2) Elevators

MATTAPAN CAMPUS

Entre Familia Residential Building - Residential - One (1) Elevator
209 River Street, Mattapan, MA.
Transitions Building – Chair Lift- One (1)
201 River Street, Mattapan, MA

112 SOUTHAMPTON

112 Southampton Street
Boston, MA 02118 – One (1) Elevator

LONG ISLAND CAMPUS (Off Limits)

SOAR Building - Residential - One (1) Elevator
McGillivray Building - Kitchen/Cafeteria - Two (2) Elevators
Tobin Building - Homeless Shelter - One (1) Elevator
Morris Building - Residential - One (1) Elevator

SCHEDULE OF EQUIPMENT AND BUILDINGS NORTHAMPTON SQUARE

LOCATION	TYPE	MFG	OWNER#	OTCB	MAINT FREQ	TYPE SERV	State ID
Miranda/Cramer Building	Passenger Electric		1 & 2	Yes	Monthly	FM	1-P-4252 1-P-4253
*Mass Avenue	Passenger Hydraulic			Yes	Monthly	FM	

*for informational purpose only - BMC will pay for services until next FY

LONG ISLAND CAMPUS (N/A)

LOCATION	TYPE	MFG	OWNER#	OTCB	MAINT FREQ	TYPE SERV	State ID
SOAR Building	Passenger Electric	MECO	1	Yes	Semi-Monthly	FM	
McGillivray Building	Service/Passenger Hydraulic	South-Eastern	1 & 2	Yes	Semi-Monthly	FM	
Tobin Building	Passenger Hydraulic	Minnesota	1	Yes	Monthly	FM	
Morris Building	Passenger Electric	G.A.L H/W	1	Yes	Semi-Monthly	FM	

ALBANY STREET COMPLEX

LOCATION	TYPE	MFG	OWNER#	OTCB	MAINT FREQ	TYPE SERV	State ID
Woods Mullen Building	Passenger Hydraulic	KONE	1	Yes	Monthly	FM	1-P-10993
Finland Building	Service/Passenger Hydraulic	?	1 & 2	Yes	Monthly	FM	1-P-4231

MATTAPAN CAMPUS

LOCATION	TYPE	MFG	OWNER#	OTCB	MAINT FREQ	TYPE SERV	State ID
Entre Familia Residence Building	Passenger Hydraulic	SCHINDLER	1	Yes	Monthly	FM	1-P-11042
Transitions Residence Building	Chair Lift	?	1	Yes	Monthly	FM	1-W-11787

LOCATION	TYPE	MFG	OWNER#	OTCB	MAINT FREQ	TYPE SERV	State ID
112 Southampton	Passenger Hydraulic		1	Yes	Monthly	FM	1-P-3068

PREVENTIVE MAINTENANCE HOURS:

A minimum of one and a half (1.5) journeyman mechanic hours of work per month per elevator shall be performed at the job site on preventive maintenance for the nine (9) electric traction and hydraulic elevators that require monthly maintenance.

A minimum of two and a half (2.5) journeyman mechanic hours of work per month per elevator shall be performed at the job site on preventive maintenance for the four (4) electric traction and hydraulic elevators that require semi-monthly maintenance.

These preventive maintenance hours shall be exclusive of callback and repair hours.

GENERAL:

This Specification will cover a full maintenance service contract on the described elevators as listed. The Contractor, subject only to "Exclusions" shall maintain and service the elevators and shall furnish all materials and labor required to keep the equipment in good and safe operating condition. Materials as outlined under "EXTENT OF COVERAGE."

HOURS OF WORK:

The Contractor shall furnish qualified service personnel for the work required in the performance of this Specification. Personnel shall have a minimum of five years' experience with equipment of the type and character described in these Specifications. Work shall be performed during the established working hours of the trade. All callbacks or emergency calls shall be answered within a maximum of one [1] hour regardless of the time of day or night or day of the week.

JOB MATERIAL INVENTORY:

The Contractor shall maintain a supply of contacts, coils, leads, motor and generator brushes, proper lubricants, wiping materials, printed circuit boards, and other minor parts, in each elevator machine room necessary for the performance of routine maintenance and restoration of service following minor shutdowns.

SPARE PARTS INVENTORY:

The Contractor shall maintain a supply of spare and replacement parts in a Boston area warehouse inventory. This inventory shall include, but is not limited to, motor brushes, motor generator brushes, controller switch and relay contacts, solid state components, selector parts, selector tapes, door hangers, hanger rollers, door operator motors, door closers, hoistway limit switches, signal devices, push buttons, signal lamps, rotating elements, etc..

STEEL PARTS CABINETS:

Industry standard parts cabinets shall be provided and maintained in each machine room for the orderly storage of replacement parts.

OWNER SPACE:

Owner shall provide adequate space for the Contractor's use for storage of all equipment specified under paragraph "JOB MATERIAL INVENTORY" and "SPARE PARTS INVENTORY."

CONTRACTOR QUALIFICATIONS:

The Contractor shall be regularly engaged in the business of servicing equipment of the type and character required by these Specifications. Furthermore, the local service facility must be owned and operated by the Contractor, and shall consist of management, field supervision, and residing local journeymen.

The Contractor shall currently be servicing equipment similar in size and performance in at least five [5] different buildings, for a period of no less than five [5] years. Each of these five [5] buildings must be indicated on a separate list indicating its location, person to contact, and telephone number. These five [5] buildings must be located within a seventy-five [75] mile radius of the city in which this subject facility is located. Scheduled inspections shall be notified to owner representative a minimum of 30 days prior to events.

CONTRACTOR'S RESPONSIBILITY:

It shall be the Contractor's responsibility to provide the service required to eliminate all local and national code violations that may occur during the life of the contract. This does not include violations that result from changes in the codes that occur after the commencement of the contract. The Contractor shall schedule all required tests, sufficiently prior to any due date, to eliminate the possibility of code citations.

CODE REQUIREMENTS:

All labor and materials provided under this Specification shall meet or exceed the current minimum standards covered by the ASME A17.1 Code, The Massachusetts State Elevator Code 524 CMR, and the Commonwealth of Massachusetts Architectural Access Board.

COOPERATION WITH OTHERS:

The Contractor shall provide all labor and materials, as specified herein, and shall cooperate with the Owner's Consultants, the Owner, other trades, and the Owner's Representatives.

MONITORING:

Equipment performance, contract compliance and Contractor's performance and conduct will be periodically monitored by the Owner's Representative. The Contractor shall abide by the Owner's Representative's reports, suggestions and recommendations, either written or oral, when directly related to these Specifications.

EXTENT OF COVERAGE:

ELEVATOR MAINTENANCE:

Under the terms and conditions of these Specifications, the Contractor shall use technically qualified personnel directly employed and supervised by the Contractor. Furthermore, the following listed equipment and associated parts shall be inspected, properly adjusted, cleaned, lubricated, and, if conditions warrant, repaired or replaced. The Contractor shall also regularly and systematically examine the following listed equipment and/or components for units listed on page 3 of this Specification.

1. Machine, worm, gear, thrust bearing, drive sheave, drive sheave shaft bearings, brake pulley, brake coil, brake contact, brake lining and component parts, hydraulic pumps, mufflers, valves, piping, packing for worm shafts and hydraulic pistons.
2. Controller, selector, scheduling and dispatching equipment, all relays, solid state components, resistors, condensers, transformers, contacts, leads, overloads, dashpots, timing devices, computer devices, selector tape, SCR units, selector tapes, and all mechanical and electrical driving equipment, including, but not limited to, all hoistway selector switches, limit switches, and leveling devices.
3. Motor and motor generator, windings, rotating elements, commutators, brushes, brush holders and bearings.
4. Governor, governor sheave and shaft assembly, bearings, contacts, and governor jaws. Hoistway and car door contacts, interlocks, hangers, tracks, bottom door gibs, auxiliary and power door operating devices on both manual and power-operated doors.
5. Deflector or secondary sheaves, bearings, shafts, car and counterweight guide rails, car and counterweight buffers, top and bottom limit switches, governor tension sheave assembly, compensating chain assembly, car and counterweight sheaves and bearings, car and counterweight guide shoes including rollers and gibs, counterweights, counterweight frames, car frame, and complete car and counterweight safety assemblies. Proper alignment of each shall be maintained.
6. Car and corridor operating stations and all signal devices. Signal bulbs, pushbuttons, key operated switches, car fan, platform, wood platform flooring and tile floor covering in cabs (provided such flooring was originally installed by elevator personnel), locks, latching devices and their mounts and supports shall also be included.
7. Periodically equalize the tension in all hoistway wire ropes to maintain an adequate factor of safety. Hoist ropes shall be replaced, as necessary, in accordance with industry standards or by direction of the local code authority. Maintain, and replace if necessary, all electrical conductor cables, hoistway, car and machine room elevator wiring, governor and compensating wire ropes or chains, and selector cables.

8. Provide all the necessary lubricants and rope preservatives that are especially compounded to elevator industry specifications, cleaning compounds, cleaning tools, and cleaning and wiping materials. Used and oily wiping materials must be contained in metal fire-resistant containers and periodically removed the building.
9. Communication Equipment: The extent of maintenance coverage shall include all communication equipment, exclusive of fixtures, located within the elevator hoistways, elevator cars, machine rooms and lobby control panels.
10. All replacement parts shall be manufactured by the original manufacturer. However, due to obsolescence, shortages, etc., parts of equal quality may be used.

PERFORMANCE EVALUATIONS:

The Contractor's management or field service supervision shall conduct periodic evaluations of equipment performance, including car speed, door operations, riding quality, car leveling, floor to floor time and systems operations. The performance evaluation shall be conducted once a year.

Following such evaluations, the Contractor shall provide the services of a maintenance adjuster who shall perform adjustments, repairs or replacements required to maintain the manufacturer's operating performance standards.

Performance evaluation reports are to be made available to the Owner as part of this Specification. In addition, the Contractor's management or field supervision shall visit the premises at least once every three [3] months, or as reasonably requested, to review the operations and performance with the Owner or his Consultant or Representative.

NON-PERFORMANCE EVALUATIONS:

The Owner shall reserve the right to terminate this maintenance agreement with thirty [30] days written notice if either service, equipment or Contractor performance and conduct, as judged by an industry-recognized third party, does not meet acceptable industry standards. Any qualified elevator consulting firm shall be recognized as an acceptable third party. The Contractor shall be responsible for the cost of furnishing all labor and materials necessary to comply with the NON-PERFORMANCE EVALUATION reports, within a period of thirty [30] days, regardless of termination of the maintenance agreement.

SAFETY TEST:

The Contractor shall provide periodic examinations of all safety devices and governors, and conduct a yearly no-load, low-speed test of car and/or counterweight safeties, and a test of buffers. Provide the five [5] year rated-load, rated-speed safety test of governors and buffers, as required by ASME A17.1 Code or any other test currently required by local governing codes.

All periodic tests of hydraulic equipment required by ASME A17.1 Code or any other test currently required by local governing codes shall also be provided by the Contractor.

CODE AND TESTS:

The Contractor shall not be required to make tests or to install new devices other than those previously specified and required, which may be recommended or directed by the Owner's insurance companies, Federal, State, Municipal, or other authorities. The Contractor shall not be required to make changes or modifications in the original design, if required by said authorities. Should such devices be required, the Contractor shall submit a proposal covering the cost of such additional installations.

FIREMAN'S RECALL TEST:

The Contractor shall include all firemen's recall tests as required by the local governing code.

ADJUSTMENTS:

All timers, regulators and speeds [F.P.M. and R.P.M.] must be maintained and properly adjusted to within 5% of the manufacturer's original design.

COMMUNICATION EQUIPMENT:

The extent of maintenance coverage shall include all communication equipment, exclusive of fixtures unless originally installed by the elevator trade, and located within the elevator hoistways, elevator cars, machine rooms and lobby control panels.

CREDITS:

An unscheduled shutdown of any elevator that exceeds ten [10] days will entitle the Owner to a proportional amount of credit for each day thereafter until the respective elevator is back in service.

Should any elevator be removed from service, through lack of use, for a period of thirty [30] days or more, then the Owner shall be entitled to a proportional amount of credit beginning from day one [1] until this elevator is placed back in service.

EXCLUSIONS

It is not intended that the agreement shall include refinishing, repairs, replacements, or cleaning interior of car enclosures [including removable panels, door panels, plenum chambers, hung ceilings, light tubes and bulbs, light diffusers, carpets, mirrors, handrails], hoistway exterior enclosures, hoistway gates, door, frames, sills, and all fixture cover plates except for such damage that may occur through the Contractor's negligence or through the failure of any covered elevator component.

The Contractor shall not be required to make renewal, repairs, replacements, or adjustments, necessitated by reason of the Owner's negligence, misuse, accidents, or vandalism of the equipment, or any other cause beyond the Contractor's control except ordinary wear and tear. All items not specifically excluded are to be considered included and the responsibility of the Contractor.

NON-RESPONSE TO TROUBLE CALLS

Should the Contractor fail to respond to a trouble call such as a trapped passenger or other emergency condition within 45 minutes from the time the Owner has placed the call to the Contractor, and it becomes necessary to obtain the services of the Fire Department or other emergency service, the Contractor shall be responsible for any damage to any elevator component caused by the responding emergency services.

CONDITIONS OF SERVICE:

The Contractor shall coordinate with the Owner or Owner's Representative for the use of the equipment necessary to render service thereon.

Furthermore, the Owner will not permit others to make adjustments, repairs, or replacements to the equipment while covered under the maintenance agreement.

The Owner reserves the right to invite additional bidders for alterations, modifications, and any other work that is not covered by the maintenance agreement. However, when alterations or modifications are performed by others, the Owner shall assume liability as included under Section "RESPONSIBILITY AND LIABILITY".

SCHEMATIC WIRING DIAGRAMS:

The Owner cannot guarantee the existence of a complete set of manufacturer's indexed schematic diagrams for all elevators. It shall be the responsibility of the Contractor to obtain such wiring diagrams.

OBSOLETE EQUIPMENT:

Any mechanical or electrical part, component, or assembly that must be repaired, replaced or renewed as a result of normal wear or breakage, but is unavailable from the manufacturer due to obsolescence still remains the Contractor's responsibility to replace, repair, or renew from another available, reliable source at no additional cost to the Owner.

PREVENTATIVE MAINTENANCE:

Preventive maintenance for all equipment shall be included and shall be listed in a "Preventative Maintenance Program", which shall be submitted by the Contractor for approval by the Owner's Representative.

The "Preventative Maintenance Program" shall be submitted within the first thirty days after the contract execution and/or contract award whichever is designated during contractual agreement.

ASSIGNMENT:

The maintenance agreement cannot be assigned without the written approval of the Owner.

CANCELLATION:

The Owner shall have the right to cancel the maintenance agreement immediately upon the occurrence of any of the following contingencies:

Bankruptcy of the Owner, Contractor mortgage foreclosure, condemnation, destruction, transfer of conveyance of title of the premises in which the subject equipment is located, or if these same premises are rendered unusable in the opinion of the Owner.

In the event of a cancellation pursuant to the above, the Contractor shall be entitled to receive any or all payments due to the date of notification, and equivalent to the unamortized portion of the capital replacements that were in fact supplied under this maintenance agreement.

The Owner shall have the right to terminate the maintenance agreement upon sixty [60] days prior written notice in the event the building is sold.

EMERGENCY CALL BACK SERVICE

The contractor shall provide an emergency callback service for all units covered by this contract. Such service shall consist of response to reports of trouble or emergency twenty-four hours per day, seven days per week, holidays included.

Between the hours of 5:00 PM and 8:00 AM, Monday through Saturday and 12:01 AM through 12:00 midnight, Sunday, the contractor shall respond within one hour of receipt of the call from the Owner. The Contractor shall be responsible for the straight time portion of the cost of such calls. The Owner shall be responsible for the overtime premium of such calls.

Such call back service shall be limited to any minor repair or adjustment that can be accomplished within a two hour period, exclusive of travel time, on the job site. At the expiration of the two-hour period, the Contractor shall have the right to request that the Owner shall permit completion of the repair at the beginning of the next straight time work period. If such a delay is not acceptable, then the Owner shall be responsible for the overtime premium for all hours beyond the original two-hour period.

If any call is placed with the Contractor by the Owner before noon, Monday through Saturday, and cannot be responded to and completed by the Contractor before the end of straight time pay, the Contractor shall be responsible for all overtime premium costs.

Call backs that are in response to a trapped passenger shall not be subject to the preceding paragraph. The Contractor shall be responsible for the entire cost of such call backs regardless of when placed by the Owner.

TIME ALLOWED FOR REPAIRS

A malfunction that results in loss of elevator service for any unit covered under this contract shall be repaired and that unit placed back into service within 48 hours of the receipt of the trouble call by the contractor. Should this become a physical impossibility, the contractor must notify the designated Owner's representative immediately and arrange an acceptable solution.

ADDITIONAL WORK:

Should the Contractor provide, at the Owner's request, examination, cleaning, lubrication, adjustments, scheduled repairs or replacements during other than regular industry straight time working hours, including legal and/or industry recognized holidays, the Contractor shall absorb the straight time labor charges. The Contractor shall only be compensated for the overtime premium. These rates shall be those rates in effect at the starting date of the maintenance agreement and adjusted, as negotiated and agreed, annually at the end of each year the maintenance agreement is in force. The adjusted rates shall be effective for the following year. No additional work shall be performed, except under emergency conditions, until authorized in writing by the Owner.

The contractor shall submit a list, in writing, with his bid of the legal and industry recognized holidays that will be in effect during the life of this maintenance contract.

REPORT OF WORK:

Upon completion of all the services required herein, including normal preventive maintenance, callback service and repairs, the Contractor shall report to the Owner or his Representative, and a written report of services performed shall be provided. A log shall be maintained in the elevator machine room for preventive maintenance services, call backs and repairs.

The contractor shall also supply reports to the owner of all problems concerning the hoistways, machine rooms, electrical service, etc. that are not covered by this contract.

RESPONSIBILITY AND LIABILITY:

The Contractor shall, if so, directed by the Owner's Representative, cooperate in the defense of suits brought jointly against the Owner, based on accidents involving this equipment and service.

The Owner shall retain possession and control of the equipment. Furthermore, the Owner shall be liable and responsible for advising, warning or instructing passengers in the proper use of the equipment. The Owner shall provide a safe working area for the Contractor's employees and shall notify the Contractor of operational problems, malfunctions or accidents.

Nothing in the maintenance agreement shall be construed to mean the Contractor assumes any liability regarding accidents to persons or property, except those directly due to negligent acts, omissions and errors of the Contractor. Furthermore, the Contractor shall not be liable for any loss, damage or delay due to any cause beyond their control including, but not limited to, acts of government, strikes, lockouts, fire, explosion, thefts, floods, riots, civil commotion,

war, malicious mischief or act of God. However, anytime during an elevator industry strike or lockout, it shall be necessary that the equipment be safely serviced and maintained by the Contractor's management, supervision and/or engineers.

INVOICING:

As more than one [1] building is covered by the maintenance agreement, the Owner reserves the right to select and receive either one [1] monthly itemized invoice or a separate monthly invoice for each property or facility listed on pages 2 and 3.

PRORATIONS:

The Contractor, after examination of the premises, reserves the right to prorate the items listed below. These charges will be in addition to the base amount of the maintenance agreement. Total replacement charges will be determined by prorating the total cost of replacing the individual items. The Owner shall pay for that portion of the item's life used prior to the commencement date of the Agreement, and the Contractor shall pay for that portion used since the commencement date of the Agreement.

Proration will be determined from the installation date. If no installation date is available, proration will be determined on the basis of life expectancy as indicated on the attached schedule of parts as noted below.

SCHEDULE OF PARTS TO BE PRORATED INSTALLATION DATE PRICE:

To be detailed in a separate letter, attached to, and made part of the Agreement.

PRE-MAINTENANCE REPAIRS:

To be detailed in a separate letter, attached to, and made part of the Agreement.

INSURANCE COVERAGE:

- A. Workman's Compensation and Employer's Liability - Equal to, or in excess of, limits of Workman's Compensation Laws for the Commonwealth of Massachusetts and/or the City of Boston.
- B. Comprehensive Liability - Up to Three Million Dollars [\$3,000,000.00] single limit occurrence including:
 - 1. Bodily Injury Liability - All sums which the Contractor shall become legally obligated to pay as damages because of bodily injury, sickness or disease including death at any time resulting there from, sustained by any person other than its employees and caused by an occurrence.
 - 2. Property Damage Liability - All sums which the Contractor shall become legally obligated to pay such as damages because of injury to or destruction caused by an occurrence.

AUTOMOBILE LIABILITY:

- A. Bodily Injury Liability - All sums which the Contractor shall become legally obligated to pay as damages because of bodily injury, sickness, or disease, including death at any time resulting there from, sustained by any person other than its employees and caused by occurrence, and arising out of ownership, maintenance or use of any automobile.
- B. Property Damage Liability - All sums which the Contractor shall become legally obligated to pay as damages because of injury to, or destruction of property caused by occurrence and arising out of ownership, maintenance, or use of any automobile.
- C. Limits of coverage for A and B shall not be less than \$3,000,000.00 per person and \$5,000,000.00 per accident for bodily injury and \$3,000,000.00 for property damage.

CERTIFICATE OF INSURANCE:

The Contractor shall furnish the Owner with a Certificate of Insurance and shall be solely and wholly responsible for the total insurance coverage as outlined above. Insurance Certificate shall be made out to Boston Public Health Commission.

PERFORMANCE BOND:

Contractors are required to provide a performance bond equal to 100% of the yearly value of the Agreement. Performance bonds shall be provided on a yearly basis during the term of the contract. To be submitted by the lowest most responsible bidder.

CONTRACTORS QUALIFICATIONS:

Each bidder must submit a list of at least five [5] similar facilities that would be covered by all paragraphs under "EXTENT OF COVERAGE" for various types of equipment.

ATTACHMENTS:

Attached to the proposal must be copies of the Contractor's Certificate of Insurance and Workman's compensation.

TERM OF CONTRACT:

The term of contract shall be for two years with an optional third year extension.

The following hourly billing rates shall be in effect during the term of the contract.

FIRST YEAR

	MECHANIC	TEAM
Straight Time	_____	_____
Overtime	_____	_____
Double Time	_____	_____
Holiday	_____	_____

SECOND YEAR

	MECHANIC	TEAM
Straight Time	_____	_____
Overtime	_____	_____
Double Time	_____	_____
Holiday	_____	_____

OPTIONAL - THIRD YEAR

	MECHANIC	TEAM
Straight Time	_____	_____
Overtime	_____	_____
Double Time	_____	_____
Holiday	_____	_____

TERMS AND ADDITIONAL PROVISIONS:

The Agreement will commence and become effective _____ and will continue thereafter until terminated as provided herein. Either party may terminate the Agreement either at the end of THREE [3] YEARS, or at the end of any subsequent year by giving the other party sixty [60] days prior written notice of intent to cancel.

CONTRACT PRICE:

FIRST YEAR

For the sum of _____ [\$ _____] Dollars per month
[contract price] payable monthly on presentation of invoice.

SECOND YEAR

For the sum of _____ [\$ _____] Dollars per month
[contract price] payable monthly on presentation of invoice.

THIRD YEAR

For the sum of _____ [\$ _____] Dollars per month
[contract price] payable monthly on presentation of invoice.

As the Specifications list multiple buildings and facilities, the Owner requests a supplemental price breakdown by individual elevator. The price breakdown shall be attached to this contract at the time of the bid.

The Owner shall pay, in addition to the contract price, any tax imposed upon them by any future law, statute, court decision, rule or regulation that comes into law after the effective date of the Agreement. This tax shall be based on that portion of labor and materials required in the performance of the Agreement, and only in the geographic areas of taxation.

PAYMENTS:

At the Contractor's option, the right is reserved to terminate the Agreement for delinquent payments, providing payments are not being withheld for non-performance reasons and the Owner has received at least a thirty [30]-day notice from the Contractor. Such termination must be a written, registered notice, return receipt requested.

BREAKDOWN OF CONTRACT PRICE

Fiscal year 2025 (January 1, 2025 – December 31, 2025)

1. For the maintenance and testing and repairs of fourteen (14) elevators:

Address	Elevators	Monthly Bid
35 Northampton St Miranda-Creamer Building	2	_____
Long Island Campus SOAR Building	1	_____
Long Island Campus McGilvery Building	2	_____
Long Island Campus Tobin Building	1	_____
Long Island Campus Morris Building	1	_____
Albany Street Finland Building	2	_____
Albany Street Woodsmullen Building	2	_____
Mattapan Campus Entre Familia Building	1	_____
Mattapan Campus Transitions Building	1 – Chair Lift	_____
112 Southampton	1	_____
Total Monthly Maintenance and Testing		_____

TOTAL MAINTENANCE & TESTING X 12 MONTHS: \$ _____
(a)

2. For Emergency response Service, shutdown call back service and vandalism service

JOB TITTLE	CONTRACTOR HOURLY RATE	ESTIMED NUMBER OF HOURS	TOTALS
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Elevator Mechanic	\$	200	(b)
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3. Allowance for required parts and materials, not included in preventive maintenance, covered repairs or testing. \$ _____
(c)

TOTAL (total of a, b & c) \$ _____

Note: Emergency Calls between the hours of 8:00 Am – 5:00 Pm are inclusive of this contract.

Fiscal year 2026 (January 1, 2026 – December 31, 2026)

1. For the maintenance and testing and repairs of fourteen (14) elevators:

Address	Elevators	Monthly Bid
35 Northampton St Miranda-Creamer Building	2	_____
Long Island Campus SOAR Building	1	_____
Long Island Campus McGilvery Building	2	_____
Long Island Campus Tobin Building	1	_____
Long Island Campus Morris Building	1	_____
Albany Street Finland Building	2	_____
Albany Street Woodsmullen Building	2	_____
Mattapan Campus Entre Familia Building	1	_____
Mattapan Campus Transitions Building	1 – Chair Lift	_____
112 Southampton	1	_____
Total Monthly Maintenance and Testing		_____
TOTAL MAINTENANCE & TESTING X 12 MONTHS: \$		_____
		(a)

2. For Emergency response Service, shutdown call back service and vandalism service

JOB TITTLE	CONTRACTOR HOURLY RATE	ESTIMED NUMBER OF HOURS	TOTALS
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Elevator Mechanic	\$	200	(b)
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3. Allowance for required parts and materials, not included in preventive maintenance, covered repairs or testing. \$ _____
(c)

TOTAL (total of a, b & c) \$ _____

Note: Emergency Calls between the hours of 8:00 Am – 5:00 Pm are inclusive of this contract.

Fiscal year 2027 - Optional (January 1, 2027 – December 31, 2027)

1. For the maintenance and testing and repairs of fourteen (14) elevators:

Address	Elevators	Monthly Bid
35 Northampton St Miranda-Creamer Building	2	_____
Long Island Campus SOAR Building	1	_____
Long Island Campus McGilvery Building	2	_____
Long Island Campus Tobin Building	1	_____
Long Island Campus Morris Building	1	_____
Albany Street Finland Building	2	_____
Albany Street Woodsmullen Building	2	_____
Mattapan Campus Entre Familia Building	1	_____
Mattapan Campus Transitions Building	1 – Chair Lift	_____
112 Southampton	1	_____
Total Monthly Maintenance and Testing		_____

TOTAL MAINTENANCE & TESTING X 12 MONTHS: \$ _____
(a)

2. For Emergency response Service, shutdown call back service and vandalism service

JOB TITTLE	CONTRACTOR HOURLY RATE	ESTIMED NUMBER OF HOURS	TOTALS
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Elevator Mechanic	\$	200	(b)
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3. Allowance for required parts and materials, not included
in preventive maintenance, covered repairs or testing. \$ _____
(c)

TOTAL (total of a, b & c) \$ _____

Note: Emergency Calls between the hours of 8:00 Am – 5:00 Pm are inclusive of this contract.

SUPERSEDED AGREEMENTS:

These Specifications, when legally accepted by both parties, shall constitute part of the Agreement. All prior, written or verbal, representations or agreements not incorporated herein are superseded.

COMPANY_____

BY_____TITLE_____DATE_____

APPROVED BY_____TITLE_____DATE_____
Authorized Official of Elevator Company

=====

ACCEPTED FOR_____

BY_____TITLE_____DATE_____
Authorized Official of Purchaser