



JEFFERSON COUNTY DEPARTMENT OF HEALTH

401 14TH STREET SOUTH, BIRMINGHAM, ALABAMA 35233

205-930-1032/ 205-930-1060 fax

**Hazel Collins
Purchasing Agent**

**January 10, 2019
BID #19-01-08
INVITATION TO BID**

Sealed bids for **Elevator Maintenance Service** will be received by the Purchasing Agent, Jefferson County Department of Health, General Service Annex, 401 14th Street South, Birmingham, AL 35233, until 10:00 a.m., Wednesday, January 23, 2019, at which time and place they will be publicly opened and read.

Bidders wishing to bid can download the complete solicitation including the specifications and bid forms via the internet at www.jcdh.org (go to the **ABOUT** header and click on **BIDS**), or by visiting the Purchasing Office at the address shown above, or by calling (205) 930-1961, fax (205) 930-1060 and requesting a copy be mailed to you. Any addenda will be available on the internet. Bidder is responsible for checking for addenda until bid opening date. Addenda will be mailed only to those vendors who were provided a copy in person or by mail.

All bids must be submitted on Bid Form in a sealed envelope indicating “**SEALED BID – Bid #19-01-08 Elevator Maintenance Service**” with opening date and bid number printed on outside of envelope.

All bidders **must** complete and return the notarized State of Alabama disclosure form included in the bid package and the Addendum to Bid Agreement Contract; and **must** provide their E-verify number and a copy of their E-verify certificate and all other documents listed in the enclosure.

It is required for any contract/purchase exceeding \$10,000.00 that the bidder submits with their bid either certified check, a cashier’s check or a bid bond payable to the Jefferson County Department of Health in the amount of \$500.00. In order for any bid award to be considered that exceeds \$10,000, it must be accompanied by an acceptable bid bond or check. Bid bonds will be returned to all unsuccessful bidders after the formal award is made and to the successful bidder after acceptance of the award. Should the successful bidder fail to accept the award, the bid bond or check shall be forfeited.

No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening. Jefferson County Department of Health is exempt from all tax. This statement in no way is to be construed as relieving a seller or contractor from paying any tax assessed to him as a seller or contractor.

Jefferson County Department of Health (JCDH) expressly reserves the right to reject any or all bids, or parts of bids and to make the award all or none or per line item on the merit and/or feature of method and quality, delivery, and service availability as the best interest of the Jefferson County Department of Health appears.

Jefferson County Department of Health reserves the right to require documentation that each

bidder is an established business and is abiding by the ordinances, regulations, and laws of their community and the State of Alabama. If you are required by any regulatory agency to maintain professional license or certification to provide any product and/or service solicited under this Invitation To Bid (ITB), the JCDH reserves the right to require documentation of current license and/or certification before considering and awarding the bid.

Telephone inquiries with questions regarding clarification of all specifications of the ITB will not be accepted. All questions concerning the bid product and/or service specifications must be e-mailed to Glenda Smith at glenda.smith@jcdh.org. Please reference the bid number and title in the e-mail subject.

There will be a one-time, on-site elevator inspection for all interested bidders. Contact Trent Hammons, Chief of Building Maintenance (205) 930-1033 or Jackie Henderson, Facilities Manager @ (205) 930-1012 to schedule the site visit only.

Hazel Collins, Purchasing Agent

HC/gs

BN: 01-13-19

Enclosures

SPECIFICATIONS

GENERAL

The Jefferson County Department of Health (JCDH) is to establish a professional service contract with firm pricing for **Elevator Maintenance Service**. Successful bidder will be notified of bid award via Jefferson County Department of Health's Notice of Award letter and the approved Standard Addendum to Bid Agreement Contract.

GUARANTEE

Bidder certifies by bidding that he is fully aware of the conditions of service and purpose for which item(s) included in this bid are to be purchased, and that their offering will meet these requirements of service and purpose to the satisfaction of the Jefferson County Department of Health and its Agent.

INCURRING COSTS

The Jefferson County Department of Health will not be liable for any costs incurred in preparing bid responses.

TERMS

The bid will be from **February 1, 2019 until January 31, 2022**.

TERMINATION

The bid may be terminated by JCDH with a thirty (30) day written notice of cancelation to the other party regardless of reason. Any violation of this agreement shall constitute a breach and default of this agreement. Such termination shall not relieve the contractor of any liability to JCDH for damages sustained by virtue of a breach by the contractor.

PRICE

Price will remain firm for the entire duration of the bid period. Price is to include **all** related fees. Invoice(s) must be itemized.

FREIGHT

Price includes transportation, fuel, handling, service, freight charges and deliveries/pick-up as specified and JCDH will pay no additional fees.

PRE-PAY

No pre-payments will be made prior to shipment.

COMMUNICATION DURING BID EVALUATION

There shall be no communication during the evaluation period between any vendor and JCDH agency requisitioning the good or service to be procured. Any communications, written, oral, or electronic between the vendor and the requisition agency must come through the Division of Purchasing Buyer administering the ITB.

AWARD

Award will be made in whole to the lowest responsible bidder provided the vendor meets all requirements and specifications required by the JCDH.

SPECIFICATIONS (Cont'd)

ADDITIONS TO CONTRACT

The Jefferson County Department of Health has attempted to list the locations for "**Elevator Maintenance Service**" that will be required during the term of the contract. However, JCDH reserves the right to purchase additional and/or delete the locations as needed from the successful bidder.

INSURANCE

Bidder shall furnish to the Board upon execution of this Agreement, a certificate of insurance as

evidence of adequate professional and public liability insurance insuring vendor, the Board and Board's agents, servants and employees as additional insured. The insurance required shall be written for not less than the following limits, or greater if required by law:

a) Worker's Compensation

State	Statutory	
Applicable Federal	Statutory	
Employer's Liability	\$1,000,000.00	Per Accident
	\$1,000,000.00	Policy Limit
	\$1,000,000.00	Aggregate

Bodily Injury

\$1,000,000.00	Each Occurrence
\$2,000,000.00	Aggregate

Property Damage

\$1,000,000.00	Each Occurrence
\$2,000,000.00	Aggregate

a) Commercial General Liability on an ISO Occurrence Form or equivalent (including Bodily Injury; Property Damage; Premises-Operations; Independent Contractors' Protective; Products and Completed Operations; Broad Form Property Damage):

Bodily Injury

\$1,000,000.00	Each Occurrence
\$1,000,000.00	Aggregate

Property Damage

\$1,000,000.00	Each Occurrence
\$2,000,000.00	Aggregate

Products and completed operations to be maintained for two (2) years after final payment and the Contractor shall continue to provide evidence of such coverage to the owner during this period.

Additional named insured: Jefferson County Department of Health.

Broad Form Property Damage shall include Completed Operations.

SPECIFICATIONS (Cont'd)

b) Contractual Liability

Bodily Injury

\$1,000,000.00	Each Occurrence
\$2,000,000.00	Aggregate

Property Damage

\$1,000,000.00	Each Occurrence
\$2,000,000.00	Aggregate

c) Personal Injury, with Employment Exclusion deleted

\$1,000,000.00	Each Occurrence
\$2,000,000.00	Aggregate

d) Business Auto Liability (including owned, non-owned and hired vehicles)

Bodily Injury

\$1,000,000.00	Each Occurrence
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Property Damage

\$1,000,000.00	Each Occurrence
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e) If the General Liability coverages are provided by a Commercial Liability policy, the:

General Aggregate shall not be less than \$2,000,000.00
Fire Liability Limit shall be not less than \$100,000.00 on any one fire.
Medical Expense Limit shall not be less than \$10,000.00 on any one person.

Furnish one copy of Certificates herein required for each copy of the Agreement, specifically set forth evidence of all coverage required. If this insurance is written on a Commercial General Liability policy form, ACORD forms 25S will be accepted. Furnish to the Owner copies of any endorsements that are subsequently issued amending coverage or limits.

LAWS

The contractor shall comply with all laws, ordinances, codes, rules and regulations bearing on the conduct of the work including those of the Board of Fire Underwriters, and of Federal, State and local agencies having jurisdiction.

UTILITIES

The Jefferson County Department of Health will provide contractor with all normal utilities such as electricity, lights, water, etc. necessary for performing this contract.

INSPECTION

Contractor will make inspection of work with customer at any time. The Jefferson County Department of Health reserves the right, under the contract, to determine whether service is satisfactory. Failure to satisfactorily perform any or all services outlined in the contract will be grounds for cancelation of the contract.

SPECIFICATIONS (Cont'd)

Bid proposals will be rejected if there is reason to believe that collusion exists among the bidders. No participants in such collusion will be considered in future proposals for the same work.

Bidder must have all necessary business licenses as required by the State of Alabama and Jefferson County. All items must conform strictly to the specifications and shall be subjected to evaluation upon acceptance. In the event that any item is deemed unacceptable or not in conformity with the specifications, items will be rejected and items of proper quality as set forth in these specifications shall be furnished in place thereof at the expense of the successful bidder.

SERVICE LOCATIONS:

The following locations for elevator maintenance service are as follows:

Location #1

Central Health Center / Guy Tate Building
1400 Sixth Avenue South
Birmingham, AL 35233

Location #2

Western Health Center
631 Bessemer Super Highway
Midfield, AL 35228

Location #3

Generals Service Annex Building
Freight Lift (Inspection Only)
401 14th Street South
Birmingham, AL 35233

Location #4

Eastern Health Center
601 West Blvd.
Birmingham, AL 35206

Failure to comply in accordance with the bid submitted, including promised delivery, will constitute sufficient grounds for cancelation of the order and contract at the option of JCDH.

Successful bidder will furnish all labor and material required for elevator maintenance service in accordance with the specifications. Any wiring diagrams or parts included in the catalog(s) necessary for maintenance of elevators will be at the expense of the bidder.

Use of specific names and numbers is not intended to restrict the bidding of any seller and/or manufacturer, but is solely for the purpose of indicating the type, size and quality, material, service, or equipment considered best adapted to the JCDH's intended use.

No bidder shall be allowed to offer more than one price on each line item. If said bidder should submit more than one price per line item then ALL prices for that line item shall be rejected.

REQUIREMENTS

Due to the importance of maintaining the elevator equipment in a continuous and safe operating condition, it is imperative that the successful bidder meet certain qualifications that will guarantee the Jefferson County Department of Health (JCDH) of their qualification to service and maintain elevator equipment presently installed.

To qualify for consideration, bidders must meet the following qualifications and furnish the appropriate certificates and statements listed in the bid specifications. All certificates and statements must accompany bid proposal. **NO EXCEPTIONS.**

CRITERIA

- Submit a statement that the company bidding has been regularly engaged in the business of installing and servicing elevators of the types in groups presently owned by the Jefferson County Department of Health for a minimum of ten years as well as a copy of the contractor's "Technician Guide and Checklist"

- Include statements that the bidder has a complete service organization, a 24-hour a day manned service telephone number(s), a local inventory and can secure and deliver any required parts within twenty-four hours.

- In addition to the telephone service being manned twenty-four hours a day, the bidder shall include a statement that they will provide emergency repairs as required, within one-hour of notification at no additional cost to the owner, if covered by warranty. No holidays are recognized by the Jefferson County Department of Health in this contract. Emergency repairs shall be defined as repairs necessary to free personnel or to restore proper operation. It shall be unacceptable for any contractor to leave any elevator shut down or out of service for more than **one-hour** because of lack of parts or personnel to repair said elevator. **Failure to answer calls as specified herein will be considered grounds for disqualifying any maintenance contractor and terminating the maintenance agreement.**

- Submit statement verifying bidder possesses all proper licenses at all levels necessary to perform the work covered by these specifications and acknowledging that inspections and maintenance operations as outlined in this contract will be performed at four (4) week intervals, unless otherwise noted or approved by JCDH personnel. **Statement will also acknowledge that all service tickets must be signed by an on-site JCDH designated employee and submitted with monthly invoices in order to receive payment.**

REQUIREMENTS (Cont'd)

- A statement of understanding that a JCDH representative will periodically perform follow up maintenance visits with a check on the cars and JCDH reserves the right to void that particular service in the event not all systems are functioning properly. This action will require a return visit on an unscheduled basis at no charge to the Health Department. The Contractor will be given a 30-day notice to restore the performance to the required level. **Failure by the contractor to restore the performance to the required level within the 30-day period shall constitute sufficient cause for termination of the contract due to default.**

GENERAL

- Successful bidder to furnish Jefferson County Department of Health's representative a preventive maintenance schedule for each location within 15 days of being awarded contract.

- Successful bidder and a designated JCDH employee will perform elevator quality inspection prior to beginning of contract.

- In each visit, a mechanic will ride each elevator to listen, look and feel for any unusual noises or abnormal operation. Technician is to check the condition of glass, panels, handrails, car lighting, fixtures, floor leveling, door operation and door torque, alarm bell, emergency stop switches, emergency light, signaling lights, call buttons, gongs, indicating light, traffic sentinel, elevator communication system, photocell and/or sensitive edge. Technician to examine machine room equipment, car top equipment, pit and car bottom equipment and lighting, check expiration of fire extinguisher in machine room, check security of emergency panels/doors, and lubricate all components as required under Oil and Grease Contract. Technician will be responsible for making corrections of any defects found and noting any corrective action taken on the machine room log and service tickets.

- All elevators will be maintained and tested in strict accordance with all applicable municipal codes, manufacturer's maintenance standards, and the American National Standard Safety Code for elevators, ANSI-1996.

- Contractor shall furnish machine room maintenance logs. Entries will be made at the time of each visit indicating date, time, type of call, description of work done and the initials of the mechanic. Logs will be displayed in each elevator machine room.

- Any time an elevator is taken out of service for repairs, an "OUT OF SERVICE" tag shall be placed on all hoist way doors of said elevator.

REQUIREMENTS (Cont'd)

SCHEDULE OF MAINTENANCE OPERATIONS

- For all elevators the successful bidder will regularly examine, adjust, clean, lubricate, furnish lubricants, and when conditions warrant, repair and/or replace parts as needed. All maintenance and service rendered under this contract will be accomplished as outlined in the attached maintenance checklist, but maintenance is not limited to, at **monthly** (4-week) intervals using trained men directly employed and supervised by successful bidder. They will be required to keep all equipment in proper and safe operating condition and make all proper documentations on the Service Record Log in the Equipment Room.

- After each service call or regular visit, the service technician shall provide a service ticket that will show:
 - 1) The date and time of the service.
 - 2) The location of the equipment being serviced.
 - 3) The nature of the service and/or repair, and any parts replaced.

- The service ticket **must** be signed by a designated JCDH representative.

SPECIFIC CONDITIONS AND REQUIREMENTS

- All elevators will be maintained in strict accordance with all applicable local, state and federal codes and regulations and manufacturers suggested maintenance standards. Only new and genuine parts and lubricants approved by the manufacturer of the equipment shall be used in making repairs and/or replacements.

- Successful bidder shall be responsible for performing all full loads and no load annual safety test as required by federal, state, municipal authority and the A.A17.1 National Elevator Safety Code within the first three (3) months of the contract at no additional costs to the Health Department and make any necessary repairs as a result of such tests. Successful bidder will also, at no cost to the Health Department, conduct on all effected elevators a 3-year Hydraulic Elevator test within the first three (3) months of the contract, as well, as an annual Hydrostatic Test on all hydraulic elevators.

- Prices bid must be firm for each year. The Jefferson County Department of Health will not be charged any fuel sur-charges or vehicle charges.

REQUIREMENTS (Cont'd)

SPECIFIC CONDITIONS AND REQUIREMENTS

- Excessive call backs due to mechanical failure and which are deemed by the owner's representative to be the result of insufficient preventive maintenance will be considered an indication that the contractor has not provided service as required and **can be used as basis for breach of contract.**
- If overtime work for repairs or emergencies that are not included in this contract is required, the Contractor will absorb the hours worked at single time rates, and JCDH will compensate to the Contractor for said overtime at the single rate.
- Successful bidder will attend meetings, when requested by JCDH representatives to discuss the service program direction.

9

REQUIREMENTS FOR HYDRAULIC ELEVATORS

However, but not limited to the following:

Controller

- Examine and clean controller. Remove trash.
- Clean dust from controller and filters
- Check and record power supply and calibration voltages.
- Check peak and system clocks for correct time.
- Check relay contacts for excessive burning and proper contact wipe.
- Lubricate contactor armature shafts.
- Check wire connections for tightness and relay shunts for wear.
- Check low oil protection time for proper operation.
- Check all resistance tubes, grids and connections.
- Check settings and operation of overloads.
- Remove fuses. Clean fuses and holders.

Selector

- Check and lubricate selector sheaves, gearing and advancing mechanisms.
- Clean and apply light film of oil on selector tap, cable or chains.
- Check oil pan reservoir.
- Check and clean selector switches, floor bar contacts, brushes and holders.
- Check selector springs, shunts and fastenings.
- Check condition of selector traveling cable wire.
- Check wire connections for tightness.
- Check condition of selsyn motor brushes.

Machinery

- Check oil reservoir for proper fluid level.
- Record new fluid added in the repair and call-out section of Service Record.
- Report to JCDH site representative with findings.
- Check for oil leaking around valves and pump.

- Examine and clean machinery (pump unit, hydraulic valves, hydraulic pipe and muffler)
- Check motor, pump, valve and muffler mounting bolts for tightness.
- Lubricate pump motor per manufacturer's recommendations.
- Check drive belts for wear and proper tension.
- Check hoses and gaskets for deterioration.
- Sweep machine room floor.

REQUIREMENTS FOR HYDRAULIC ELEVATORS (Cont'd)

Car Top Equipment

- Check adjustment of car shoes/roller guides.
- Lubricate guide shoe stems.
- Check encoder drive wheel, coupling and rail running surface.
- Check leveling and oscillation switches for running clearance.
- Check condition of each cab stabilizer.
- Lubricate and clean car fan or blower.
- Check oil reservoir levels in rail lubricators.
- Check all car mounted cams and switches.
- Check condition of selector cable or tape, and hitches.
- Check operation of slack cable/tape switch.

Limits

- Check limit switches by hand for proper operation.
- Lubricate as necessary.
- Clean limit switch contacts, rollers and check for wear.
- Check limit switch cam alignment.
- Check terminal slowdown cam fastenings.

Shaft General

- Check travel cable for damage, twisting or chafing.
- Make certain fastenings are secure.
- Check stiles for cracks, bends, and rust or loose bolt.
- Check slant rods and nuts for tightness.
- Clean hoist way, rails, counterweights and car sides annually.
- Check guide rail clips, brackets and fastenings for tightness.
- Lubricate slide type rail clips.
- Check main and counterweight rail block ups, jack bolts or shims.
- Check overhead rail clearance.
- Check D.B.G. in hoist way annually.
- Check fascia slip joints for free vertical movement.
- Make certain fastenings are secure.
- Check hoist way duct for distortion, shrinkage or bowing.
- Check piston and hydraulic pipe for signs of leaking and rust.
- Check piston and platen plate fastenings.
- Check piston stabilizer rollers/slides, cable and sheaves.
- Lubricate as necessary.
- Check supports for hydraulic pipe.

REQUIREMENT SERVICES FOR TRACTION ELEVATORS

Controller

- Examine and clean controller.
- Remove trash.
- Clean dust from controller and filters.
- Check and record power supply and calibration voltages.
- Check peak and system clocks for correct time.
- Check relay contacts for excessive burning and proper contact wipe.
- Lubricate contactor armature shafts.
- Check wire connections for tightness and relay shunts for wear.
- Check low oil protection time for proper operation.
- Check all resistance tubes, grids and connections.
- Check settings and operation of overloads.
- Remove fuses. Clean fuses and holders.
- Check condition of motor, loop, direction and brake contactors, mountings and contacts.
- Check NTS and ETS operation.
- Check “static control” for power removal on hoist motor by two independent devices.
- Check and record brake voltage(s) and brake timer settings on permanent machine room service record.
- Check, clean and lubricate damping motor and speed regulator (pilot generator).
- Check brushes and commutators.

Selector

- Check and lubricate selector sheaves, gearing and advancing mechanisms.
- Clean and apply light film of oil on selector tap, cable or chains.
- Check oil pan reservoir.
- Check and clean selector switches, floor bar contacts, brushes and holders.
- Check selector springs, shunts and fastenings.
- Check condition of selector traveling cable wire.
- Check wire connections for tightness.
- Check condition of selsyn motor brushes.

Rotating Equipment

- Check hoist motor and generator commutators for excessive carbon, high mica, discoloration and excessive sparking.
- Check armature clearance and connections.
- Check brush rigging, insulators, fastenings and spring tension on brush holders.
- Check for proper rotation.
- Check hoist motor and generator oil reservoir levels.
- Check oil slinger operations.
- Check motor cooling fan/blower operation and airflow.
- As required, move relief plug and grease motor and generator bearings (ball bearings).

REQUIREMENT SERVICES FOR TRACTION ELEVATORS (Cont'd)

Tachometer and Encoder

- Check tachometer/encoder wheel running surface.
- Clean as required.
- Check tachometer/encoder for loose or work coupling and alignment.
- Check tachometer brush length.
- Clean out carbon dust.
- Return brush to original position and holder.
- Do not turn brush over or place in opposite holder.
- Make certain new brushes are properly seated.
- Before returning unit to service, check operation of tachometer.
- Check resolver coupling.
- Check encoder connector plug.

Machine

- Check bearings for noise or heating.
- Lubricate sheave bearings as required.
- Check isolation and fastenings.
- Check ring gear bolts.
- Check gear backlash.
- Check oil level.
- Drain, clean and refill gear case every two years.
- Check machine for oil leakage.

Brakes

- Check operation and adjustments.
- Check electrical contact.
- Check pins.
- Remove and lubricate annually.
- Check fastenings.
- Check brake friction surfaces for oil contamination, discoloration, foreign material, wear and running clearance.
- Check plunger.
- Clean and lubricate as required.
- Check manual release operation and adjustment.
- Lubricate pivot points as required.

REQUIREMENT SERVICES FOR TRACTION ELEVATORS (Cont'd)

Governor

- Check oil cups for proper level.
- Check bearings.
- Clean and lubricate as required.
- Check fastenings.
- Check pins and linkage.
- Lubricate as required.
- Check electrical contacts and circuit integrity.

Hoist Ropes

- Check hoist ropes for wear, breaks and diameter.
- Check hoist rope sheaves for wear.
- Check rope height at hoist machine drive sheave using a straight edge.
- Check rope lubrication.
- Lubricate as required.
- Sweep machine room floor.

Hoistway

- Check all sheave fastenings and grooves.
- Check sheave grooves for wear.
- Lubricate sheaves.
- Check governor tension weight sheave and lubricate.
- Check oil level in buffers (car and pit).
- Check alignment of buffer to strike plate.
- Make sure fastenings are secure.
- Check car and counterweight run-by (striker plate, car and counterweight-to-buffer)
- Check traveling cable for damage, twisting or chafing.
- Make certain fastenings are secure.
- Check stiles for cracks, bends, rust or loose bolt.

- Check slant rods and nuts for tightness
- Check fascia slip joints for free vertical movement.
- Make certain fastenings are secure.
- Check hoist way duct for distortion, shrinkage or bowing.
- Check compensating chain/rope fastenings and hitches.

REQUIREMENT SERVICES FOR TRACTION ELEVATORS (Cont'd)

Car Top Equipment

- Check encoder drive wheel, coupling and rail running surface.
- Check leveling and oscillation switches for running clearance.
- Check condition of each cab stabilizer.
- Lubricate and clean car fan or blower.
- Check oil reservoir levels in rail lubricators.
- Check all car mounted cams and switches.
- Check condition of selector cable or tape, and hitches.
- Check operation of slack cable/tape switch.
- Check adjustment of car/counterweight shoes and/or roller guides.
- Lubricate guide shoe stems.
- Check operation of hoist rope slack cable switch.

Limits

- Check limit switches by hand for proper operation.
- Lubricate as necessary.
- Clean limit switch contacts, rollers and check for wear.
- Check limit switch cam alignment.
- Check terminal slowdown cam fastenings.

Ropes

- Check hoist and governor ropes for wear, rouge and proper diameter.
- Check for equal hoist rope tension. Make certain shackles, nuts and cotter pins are in place.
- Check governor rope cable clamps.

Rails

- Clean hoist way, rails, counterweights and car sides.
- Check D.B.G. in hoist way annually.
- Check guide rail clips, brackets and fastenings for tightness.
- Lubricate slide type rail clips.
- Check main and counterweight rail block ups, jack bolts or shims.
- Check overhead rail clearance.

Safeties

- Check car safeties for proper clearance.
- Clean and lubricate pivots.
- Make certain releasing carrier fastening is secure.
- Check counterweight safeties for proper clearance, travel cable for damage.
- Clean and lubricate pivots.

SPECIFIC REQUIRED SERVICES COMMON FOR BOTH TYPES OF ELEVATORS

- Check operation and adjustment of interlock, hook and pickup roller assemblies.
- Check condition and alignment of release roller and lift rod.
- Check hook-to-box clearance.
- Check tracks, sheaves and sprockets for wear.
- Check chains for signs of stretching.
- Check condition of relating cables.
- Check for proper running clearance between door panels, doorjamb and header.
- Clean tracks, sheaves, sprockets and chains.
- Check operation of door closer.
- Check condition of door gibs, sills and struts.
- Lubricate pivot points.
- Check eccentrics for .005" clearance.
- Check, clean and lubricate operator according to manufacturer's recommendations
- Check cams and micro-switches.
- Check mounting of door close limit.
- Check tightness of cam set screws, levers and fastenings.
- Check belt/cable tension and wear.
- Check shaft bearings for wear.
- Make certain door operator cover is securely fastened.
- Check retiring cam and electrical contacts for proper operation.
- Lubricate pivot points.
- Check door clutch and restrictive clutch operation, wear, clearance and alignment.
- Lubricate pivot points.
- Make sure safety edge mountings are secure.
- Lubricate pivot points.
- Check retracting mechanism for wear and adjustment.
- Check and clean tracks, rollers, sheaves, sprockets and chains.
- Lubricate as required.
- Check relating hardware.
- Disassemble, clean and adjust car door gate contact.
- Check activation roller for wear.
- Check for proper running clearance between door panels, door jamb and header.
- Check condition of gibs and sills.
- Clean and check alignment of electric eye and reflector/receiver or electronic edge.
- Check eccentrics for .005" clearance.
- Check operation of all car buttons.
- Check operation of all hall buttons.
- Check operation of all signal lights, lanterns and gongs.
- Check operation of car phone and alarm bells.
- Contractor will be responsible for wiring of these items.

BID FORM FOR BID #19-01-08
DUE: Wednesday, January 23, 2019
TIME: 10:00 a.m.

Hazel Collins
Purchasing Agent
Jefferson County Department of Health
General Services Annex Building
401 14th Street South
Birmingham, AL 35233

Submitted below is my firm bid for specified elevator maintenance service in accordance with your ITB #19-01-08. **Buildings to be serviced as follows:**

Location #1

Central Health Center / Guy Tate Building
1400 Sixth Avenue South
Birmingham, AL 35233

Price per month _____ x 12 _____ 2019-2020

Price per month _____ x 12 _____ 2020-2021

Price per month _____ x 12 _____ 2021-2022

Location #2

Western Health Center
631 Bessemer Super Highway
Midfield, AL 35228

Price per month _____ x 12 _____ 2019-2020

Price per month _____ x 12 _____ 2020-2021

Price per month _____ x 12 _____ 2021-2022

Location #3

Generals Service Annex Building

Freight Lift (Inspection Only)

401 14th Street South
Birmingham, AL 35233

Price per month _____ x 12 _____ 2019-2020

Price per month _____ x 12 _____ 2020-2021

Price per month _____ x 12 _____ 2021-2022

Location #4

Eastern Health Center
601 West Blvd.
Birmingham, AL 35206

Price per month _____ x 12 _____ 2019-2020

Price per month _____ x 12 _____ 2020-2021

Price per month _____ x 12 _____ 2021-2022

Complete and Return the original bid form(s) along with two (2) additional copies.

Name of Company _____

Please enclose your business card with your bid.

Bidder acknowledges receipt of _____ addenda. This page must be returned with bid.

(addenda numbers)

Date of Bid Name (print legibly or type)

Company Title

Street Address Signature

City State Zip Tax ID Number

Post Office Box (Zip if different from street address) E-mail Address

Telephone Number Fax Number

Terms of Payment Delivery Date

Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama, or leases for use in Alabama, are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama.

BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGE THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.