

MERAMEC VALLEY R-III SCHOOL DISTRICT



MAINTENANCE DEPARTMENT

136 W Union Street

Pacific, MO 63069

636-271-1402

REQUEST FOR QUOTE

ELEVATOR INSPECTIONS

2023/2024

FOR ADDITIONAL INFORMATION CONTACT:

Jeff Pipes, Director of Facilities

E-mail: jpipes@mvr3.k12.mo.us

Tonya Bausch, Maintenance Secretary

E-mail: tbausch@mvr3.k12.mo.us

QUOTE SUBMISSION DEADLINE:

Closing Date: Wednesday, June 7, 2023

Closing Time: 1:00 p.m. CST

GENERAL SPECIFICATIONS - ELEVATOR INSPECTIONS

1. Meramec Valley R-III School District invites quotes for Elevator Inspections for July 2023 through June 2024. Quotes must be submitted on the attached forms, and sent to the attention of Tonya Bausch, Maintenance Secretary, 136 W Union Street, Pacific, MO 63069, or email to tbausch@mvr3.k12.mo.us no later than 1:00 p.m. on Wednesday, June 7, 2023. Bidders are responsible for surveying system components to familiarize themselves with the units. To set up a tour please contact Mr. Jeff Pipes at 636-262-5900.
2. This agreement is for the school year beginning July 1, 2023 and ending on June 30, 2024. The District may, with the consent of the contractor, extend this agreement for three additional 1-year periods, at the same terms, conditions, and prices.

3. Meramec Valley R-III School District reserves the right to reject any or all quotes and accept that quote which appears to be in the best interest of the school district. The district reserves the right to waive any informalities in, or reject any or all quotes or any part of any bid. Any quote may be withdrawn prior to the scheduled time for the opening of the quotes. Any quote received after the time and date specified shall not be considered.
4. Purchases made by the Meramec Valley R-III School District are not subject to state or local taxes, or federal excise taxes. The official Tax Exemption Letter will be furnished upon request.
5. The District will accept emailed quotes sent to tbausch@mvr3.k12.mo.us by the proposed deadline stated above.
6. The Contractor shall comply with all applicable state laws, municipal ordinances, and the rules and regulations of governing authorities. The Contractor shall observe all regulations governing the provisions of the State Worker's Compensation Law. The Contractor shall save and hold harmless Meramec Valley R-III School District from and against all liability, claims and demands on account of personal injuries, property loss, or damage of any kind whatsoever connected with the performance of this contract.
7. Contractor's Insurance: The successful bidder agrees to carry the following insurance coverage during the period of this contract, and will provide Meramec Valley R-III School District with certificates of insurance on all required coverage prior to commencement of the work under this contract.

Worker's Compensation: All Contractor's on site must have workmen's compensation in compliance with statutory requirements.

Public Liability and Property Damage Insurance: Limits of not less than \$1,000,000 per person and \$1,000,000 per occurrence and \$1,000,000 property damage per occurrence.

Automotive Liability and Property Damage: Same coverage as above for all owned and rented automotive equipment used in the performance of this contract.

8. Regular inspections shall be performed **QUARTERLY**. First quarter is the period between July – September. Second quarter is the period between October – December. Third quarter is the period between January – March. Fourth quarter is the period between April – June.
9. A report for each elevator from each inspection shall be presented to the District with the date of inspection, results of the inspection, and the inspector's name and signature.
10. Field technicians shall wear a uniform identifying the firm they represent and shall check-in at the front office upon arrival.

BID SPECIFICATIONS

Vendor shall assure sufficient service as to provide timely completion of inspections and testing that is convenient for the District and will not interfere with normal school operations.

Additionally, price shall include greasing and oil levels filled where needed.

Inspection Checklist to include:

TRACTION

1. Buffer test
 - a. Counterweight (empty)
 - b. Car side (full load)
2. Car speed up and down
3. Run away (safety test)

HYDRAULIC

1. Running pressure (F.L.)
2. Relief pressure (O.R.)
3. Speed up and down

NOTE: If safety is on the counterweight side set the car side first (with counterweight side tied off) then set the counterweight side (with car side tied off).

MACHINE ROOM

1. 7-foot clearance
2. Lockout for 110 (lighting)
3. Fire extinguisher
4. 2 hr fire rating (door)
5. Automatic door closer
6. Door must open outward
7. GFI (ground fault interrupter)
8. Holes must be patched
9. Piping not related to elevator must be separated from elevator equipment
10. Door key adjacent to disconnect
11. Door must lock from outside only
12. Check for smoke detector

HOISTWAY AND TOP OF CAR

1. Check tightness on nuts and bolts
2. Refuse space (42 inches)
3. Holes must be patched
4. Numbers on hoistway doors
5. Check top limit
6. GFI (ground fault interrupter)
7. Check inspection station

PIT

1. Must have floor drain
2. Check pit switch
3. Check oil return
4. GFI (ground fault interrupter)

INSIDE CAR

1. Phone
 - a. Operator must know where you are calling from
 - b. Phone must be fully functional
2. Door closes and door opens
3. Electric eyes
4. Safety edge
5. Phase 1 and 2 (fire service)
6. Check emergency lighting

LANDINGS

1. Adequate lighting on all floors
2. If non-finished floor, sills or floor should be tapered
3. Emergency key box for fireperson on main level
4. Check for smoke detector

GUARD LIGHT

1. Top of car – plastic
2. Pit – metal

ELEVATOR INSPECTION BID FORM

July 2023 – June 2024

Please print...

BIDDER'S COMPANY NAME: _____

REPRESENTATIVE NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

Price submitted shall be total cost: Service Checklist INCLUDING, but not limited to Truck Charge, Fuel Charge, Environmental Charges, Service Call, etc. – Total Cost per unit. There shall be no "hidden" or "extra" fees.

Price per **QUARTERLY** inspection of hydraulic elevator at Pacific High School \$ _____

Price per **QUARTERLY** inspection of electric elevator at Pacific High School \$ _____

Price per **QUARTERLY** inspection of chair lift elevator at Pacific Intermediate \$ _____

Price for annual state inspection of both elevators at Pacific High School \$ _____

Price for annual state inspection of the chair lift at Pacific Intermediate \$ _____

Service call/repair costs per hour \$ _____

Any other additional fees per service call \$ _____