



**CITY OF BRISTOL**  
Purchasing Department  
111 North Main Street  
Bristol, CT 06010

Contract Award Number	<u>2009-082</u>
Date Awarded	<u>Feb 25, 2009</u>
Date Bid Opened	<u>Feb 12, 2009</u>

## CONTRACT AWARD

Contract Description:	<u>Annual Requirements for Elevator Maintenance</u>
Contract Value:	<u>\$20,394.00</u>
Contract Term:	<u>Through February 15, 2011</u>
Delivery Requirements:	<u>n/a</u>

**NOTICE TO CONTRACTOR:** This notice of award is not an award to ship or provide services. Purchase orders against this contract will be issued on behalf of departments requiring materials or services. Do not ship without a purchase order.

**TAXES:** As a political subdivision of the State of Connecticut, the City of Bristol is exempt from the payment of taxes imposed by the Federal Government and/or the State of Connecticut.

**CASH DISCOUNTS:** Cash discounts, if any, shall be given special attention, but such cash discount shall not be taken unless payment is made within the discount period.

**PRICE BASIS:** Unless otherwise noted, prices include delivery and transportation charges fully prepaid F.O.B. Destination. No extra charge is to be made for packing or packages.

**TERMS:** The invitation to bid and the contractor's response constitute the entire agreement.

### CONTRACTOR INFORMATION

Name:	<u>Hartford Elevator L.L.C.</u>	Munis ID:	<u>21519</u>
Address:	<u>51 Nooks Hill Road</u> <u>Cromwell CT 06416</u>	Payment Terms:	<u>Net 30 Days</u>
Contact:	<u>Jae Downey</u>	Telephone:	<u>860-632-2388</u>
		Fax:	<u>860-632-1354</u>
		Email:	<u></u>

Form PUR-001  
May 1, 2005

## Contract 2009-082

### Locations and Models

City Hall - Dover #AP-300-50	\$ 1,538.00
City Hall – Cheney Handi-Lift II handicap lift	200.00
Police Court - General Elevator #H224PM	1,538.00
Police Court - General Elevator #H113P5M	1,538.00
Bristol Public Library – Thyssen Krupp - #C14500	1,538.00
Bristol Public Library – Thyssen Krupp - #C14501	<u>1,538.00</u>
Total City buildings:	\$ 7,890.00

Board of Education Building - ESCO #C46502	1,538.00
Bristol Central High School - General #C83459	1,538.00
Bristol Eastern High School - Baystate #C465426	1,538.00
Memorial Blvd. School - Otis #354509	1,738.00
Mountain View School - Otis #208516	1,538.00
South Side School - General #C00544	1,538.00
Stafford School - ESCO #C06551	1,538.00
Chippens Hill School - Dover #C11770	<u>1,538.00</u>
Total BOE buildings:	\$ 12,504.00

Hourly rate for services provided outside of the scope of this contract (i.e. extraordinary hours): \$150.00

### Service

The work to be performed by the Contractor consists of furnishing all material, labor, supervision, tools, supplies, and equipment necessary to provide maintenance services, including all inspections, adjustments, tests, parts replacement, and all repairs to keep the elevators covered under this contract in continuous use at their established capacities and efficiencies. The upgrading of equipment to meet changes in code requirements is not within the scope of this specification. Any changes or alterations will require City of Bristol authorization.

The awarded contractor shall provide monthly preventive maintenance, including inspection, lubrication, cleaning, relamping of signals, or other routine maintenance services as necessary and appropriate, as part of its annual cost provided.

The awarded contractor shall arrange for inspections and approvals of the working condition of the equipment, by the State of CT Department of Public Safety, as part of its annual cost provided.

**Normal Service** will occur during the working hours of 8:00 a.m. scheduled inspections, adjustments and necessary repairs at each building according to these specifications. Any problems found during any normal service visit must be brought to the immediate attention of the Maintenance Supervisor (M.S.), and corrected as part of its annual cost provided for this Contract.

**Emergency Service** shall be provided by contractor at no extra charge to the owner. This service shall consist of a team of one or more service technicians that will respond to an emergency call within 4 hours of call. This response will be during normal working hours Monday thru Saturday, 8:00 a.m. to 4:30 p.m. If call occurs after 4:30 p.m., the contractor is expected to report no later than 8:00 a.m. the following working day; and the crew will be expected to remain at the site until the difficulty is remedied. Any problems found during any emergency service visit must be brought to the immediate attention of the M.S., and corrected as part of its annual cost provided for this contract.

**Extraordinary Service** shall occur during hours other than normal or emergency service hours, and shall provide services to any system or components in which repairs are necessary in order to eliminate possible (1) damage to the building systems/ structure and equipment, and (2) injury to occupants in the building. The Contractor will be expected to respond within 1 hour after the call, inclusive of holidays, weekends or nights (7 days a week) and shall make adjustments or repairs necessary to restore the equipment to safe and reliable service. All extraordinary service will be ordered by the M.S. only.

**Records**

The Contractor shall provide a complete written record of all maintenance work performed. This information shall be consolidated by the Contractor into a report for each building and submitted with the invoice each time normal service is accomplished. The reports shall indicate the location, date work was performed, brief description of the work performed, man hours expended, and materials used. Contractor's recommendations will be considered.

The contractor shall post a suitable maintenance log in each building, identifying each piece of equipment with dates serviced, initials of Service Technician, and description of services performed. The City will be the sole judge of the log's suitability.

The proposed logging system will be presented to the City within five (5) days after award of the contract. All logs shall remain the property of the City and are to remain in the City building(s) at all times.