



*City of Naples*

PURCHASING DIVISION  
TELEPHONE (239) 213-7100 • FACSIMILE (239) 213-7105  
735 EIGHTH STREET SOUTH • NAPLES, FLORIDA 34102-6796

## **Request for Written Quote #005-13 Elevator Maintenance**

**OVERVIEW:** The City of Naples is seeking pricing from qualified contractors to provide all labor, materials, equipment and incidentals necessary to provide full maintenance service of elevators located at various City of Naples facilities as specified herein.

- A. SCOPE OF WORK:** These specifications apply to all elevators throughout the City of Naples assigned to the Contractor under the City's Annual Elevator Maintenance Agreement. These specifications are inclusive of a required guarantee, replacements, clean-up, and maintenance services all of which shall be included in the unit bid price for each elevator.
- B. AWARD OF BID:** The City reserves the right to award the bid in a manner that best serves the interests of the City of Naples.
- C. LENGTH OF CONTRACT:** This bid shall be in effect for 1 year with option if mutually agreed by both parties of two one-year renewals.
- D. CONTRACT MANAGEMENT:** Parks & Parkways/Facilities Maintenance Superintendent and/or his authorized representative will serve as the City's Contract Manager.
- E. HOURS OF WORK:** All work is to be performed between the hours of 8am and 5pm Monday thru Friday. Before beginning work, notification must be made to the City of Naples Parks & Parkways/Facilities Maintenance Superintendent or designee. The contractor shall also provide an emergency call number for after designated hours and must **respond within 1-hour of emergency call**. This will be priced at a flat emergency call response rate on the attached bid tab herein.
- F. LICENSES:** Licenses may be required by the State of Florida, Collier County Florida, or the City of Naples Florida to perform all or part of this work. Contractors should investigate and determine if they hold the necessary License(s) prior to bid submittal. All licenses must be current and in good standing at the time of the bid opening.
- G. INSURANCE:** Proof of insurance shall be provided by the successful contractor prior to the start of work.

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- H. CONDUCT:** The contractor and his employees will conduct themselves in such a manner as to avoid embarrassment to the City of Naples, and shall at all times be courteous to the public. Although uniforms are not required, proper clothing shall be worn at all times to include shirts, necessary safety equipment, pants, short or long, and proper footwear. Proper safety equipment shall be worn at all times.
- I. CONTRACTORS EQUIPMENT:** All vehicles and equipment must be maintained in good repair, appearance and sanitary condition at all times. Vehicles must be clearly identified with the name of the company and phone number clearly visible.

## **ELEVATOR MAINTENANCE SPECIFICATIONS**

### **A. INCLUDED CONTRACT SERVICES**

1. The contractor shall perform monthly examinations, lubrications, adjustments and cleaning.
2. The contractor shall, when conditions warrant and with approval by the City of Naples Parks & Parkways/Facilities Maintenance Superintendent or designee, repair or replace the following:
  - a) Pumps and motors
  - b) Piston packing
  - c) Hatch door interlocks and gate operating equipment
  - d) Limit, landing, slow down, and leveling operators
  - e) Controls, selectors, dispatch signal and relay panels
  - f) Compensating cables & chains
  - g) Brake coil, linings, shoes and pins
  - h) Alarm bell
  - i) Hydraulic power units
  - j) Muffler and silencers
  - k) Guide shoe gibs and rollers
  - l) Hoisting and governor cables and fasteners
  - m) Car and counterweight safeties
  - n) Overspeed governors
  - o) Load weighting and dispatching devices
  - p) Door protective devices
  - q) Button and switches, including key type
  - r) Hydraulic fluid
  - s) Hydraulic fluid reservoirs
  - t) Selector motors and drive
  - u) Contacts, relays, resistor, and transistors
  - v) Solid state panels, boards and control devices
  - w) Hydraulic valves both manual and automatic
  - x) Pipes and pipe fitting located above ground
  - y) Control cables
  - z) Buffers and their contacts
  - aa) Anti-creep devices

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- bb) Emergency car lighting
  
- 3. Furnish and apply lubricants and compounds to elevator specification and to ensure elevator working capacity.
- 4. Lubricate guide rails except for roller guide installations
- 5. Relamp all elevator signals
- 6. Equalize the tension on the hoisting cables
- 7. Clean elevator hatch hatchway equipment, including rails, door hangers, car tops, hatchway switches and buffers
- 8. Analyze equipment and report to the City any repairs or replacements necessary
- 9. Supply labor and perform tests as required for annual state inspections as required by Florida Elevator Code. The tests will be witnessed by a Qualified Elevator Inspector, selected by and scheduled thru the City of Naples Parks & Parkways Superintendent or designee.

**B. EXCLUDED SERVICE**

- 1. Repair and/or replacement of the following items:
  - a) Cylinders
  - b) Casings, buried piping and buried conduits
  - c) Hoistway gates, doors, frames and sills
  - d) Hoistway enclosures
  - e) Communication systems
  - f) Smoke and heat sensors
  - g) Main line power switches, fuses, breakers
  - h) Feeders to elevator control equipment
  - i) Obsolete parts
  - j) Proprietary equipment/parts
  - k) Cover plates and signal fixtures
  - l) Music systems and car or machine room
  - m) Air conditioners
  - n) Machine room door hardware and hinges
  - o) Car enclosure (includes panels, doors, gates, ventilation equipment, ceilings, diffusers, light tubes and bulbs, handrails, mirrors, carpets and applier floor coverings)
  - p) Parts no longer available

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2. Repairs or replacements for items excluded by the contract will be put out for competitive pricing.

**C. ELEVATOR LOCATIONS**

1. Police & Fire Department  
355 Riverside Circle, Naples, FL 34102  
  
Serial number 55566                      3-landings                      Hydraulic Passenger
  
2. Cambier Park Tennis Complex  
755 8<sup>th</sup> Ave S, Naples, FL 34102  
  
Serial number 53947                      2-landings                      Hydraulic Passenger
  
3. City Hall  
735 8<sup>th</sup> St S, Naples, FL 34102  
  
Serial number 26541                      2-landings                      Hydraulic Passenger
  
4. Community Development  
295 Riverside Circle, Naples, FL 34102  
  
Serial number                              2-landings                      Hydraulic Passenger
  
5. Utilities Administration  
380 Riverside Circle, Naples, FL 34102  
  
Serial number                              2-landings                      Hydraulic Passenger
  
6. Naples Public Parking  
750 4<sup>th</sup> Ave S, Naples, FL 34102  
  
Serial number 55183                      4-landings                      Hydraulic Passenger
  
7. Naples Public Parking  
750 4<sup>th</sup> Ave S, Naples, FL 34102  
  
Serial number 55184                      4-landings                      Hydraulic Passenger

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8. Naples Public Parking  
801 6<sup>th</sup> Ave S, Naples, FL 34102

Serial number 1-96444                      4-landings                      Hydraulic Passenger

9. Naples Public Parking  
801 6<sup>th</sup> Ave S, Naples, FL 34102

Serial number 1-96445                      4-landings                      Hydraulic Passenger

**PRICE  
FOR INCLUDED CONTRACT SERVICES**

Annual Budget for this item is \$15,000 – \$20,000.

Location	Monthly Maintenance Cost	Annual Cost
<b>Police &amp; Fire Department</b> <b>355 Riverside Circle</b> <b>Serial number 55566</b>		
<b>Cambier Park Tennis Complex</b> <b>755 8<sup>th</sup> Ave S</b> <b>Serial number 53947</b>		
<b>City Hall</b> <b>735 8<sup>th</sup> St S</b> <b>Serial number 26541</b>		
<b>Community Development</b> <b>295 Riverside Circle</b>		
<b>Utilities Administration</b>		

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380 Riverside Circle		
Naples Public Parking 750 4 <sup>th</sup> Ave S Serial number 55183		
Naples Public Parking 750 4 <sup>th</sup> Ave S Serial number 55184		
Naples Public Parking 801 6 <sup>th</sup> Ave S Serial number 1-96444		
Naples Public Parking 801 6 <sup>th</sup> Ave S Serial number 1-96445		

TOTAL ANNUAL COST \$\_\_\_\_\_

Emergency Call Response Rate \$\_\_\_\_\_ per call

**BIDDER CONTACT INFORMATION:**

Company Representative Signature: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

EIN: \_\_\_\_\_

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**REFERENCES:**

**THIS SHEET MUST BE COMPLETED AND RETURNED WITH QUOTE.**

PROVIDE AT LEAST THREE REFERENCES FOR WHOM YOUR COMPANY HAS PROVIDED SAME OR SIMILAR SERVICES WITHIN THE LAST 2 YEARS.

**COMPANY NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT E-MAIL ADDRESS: \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT E-MAIL ADDRESS: \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT E-MAIL ADDRESS: \_\_\_\_\_

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## WRITTEN QUOTE SUBMISSION

If you have any questions, contact Gregory Givens at 239-213-7101 or [ggivens@naplesgov.com](mailto:ggivens@naplesgov.com)

### **Quotes are due by 4:00 PM, December 4, 2012, via:**

- Email to [ggivens@naplesgov.com](mailto:ggivens@naplesgov.com)
- Fax to 239-213-7105
- Mail (see address above)
- Hand delivery to Purchasing Division (see address above)

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