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The City of Traverse City

Office of the City Manager

GOVERNMENTAL CENTER

400 Boardman Avenue  
Traverse City, MI 49684  
(231) 922-4440  
(231) 922-4476 Fax

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January 22, 2019

Bidder:

The City of Traverse City will receive sealed bids in the Office of the City Manager, Second floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, 49684, until **Tuesday, February 12, 2019, at 2:00 PM** for the following:

**Elevator Service, Examination & Maintenance at the  
Larry C. Hardy Parking Deck, 303 East State Street, and the Old Town Parking Deck, 125  
East Eighth Street, Traverse City, MI  
(specifications attached)**

If the specifications are obtained from the City's website link at: [http://www.traverscitymi.gov/bids\\_and\\_rfps.asp](http://www.traverscitymi.gov/bids_and_rfps.asp), it is the sole responsibility of the Bidder to check the website for updates and addenda prior to the bid being submitted. Bidder may also sign up to receive notifications when bids and RFPs are posted by sending an e-mail requesting same to [ksheridan@traverscitymi.gov](mailto:ksheridan@traverscitymi.gov)

The City of Traverse City reserves the right to accept or reject any or all bids, waive irregularities, and to accept the bids either on an entire or individual basis that is in the best interest of the City.

The City accepts no responsibility for any expense incurred by the Bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Bidder. Only the successful Bidder will be notified.

You must indicate on the outside of the sealed envelope that the bid is for the **“Parking Garage Elevator Bid.”**

You must submit **TWO (2) SEALED COPIES** of the bid to the City Manager's Office prior to the above-indicated time and date or the bid will not be accepted. Telefaxed or E-Mail bids will not be accepted.

Please note that if you have previously submitted an informal quote, you will still need to submit a sealed bid prior to the date and time specified above in order to be considered. Please ensure that all requirements listed in the specifications are met.

If you have any questions, please contact the Parking Director, Nicole VanNess at (231) 922-0241 before the bid is submitted.

PLEASE SUBMIT BID TO: Kim Sheridan, Purchasing Agent  
400 Boardman Avenue, 2<sup>nd</sup> floor  
Traverse City, MI 49684

**ELEVATOR SERVICE, EXAMINATION & MAINTENANCE  
LARRY C. HARDY PARKING DECK, 303 EAST STATE STREET  
AND OLD TOWN PARKING DECK, 125 EAST EIGHTH STREET  
CITY OF TRAVERSE CITY**

**REQUEST FOR BIDS**

**1. INTENT**

The City of Traverse City is requesting bids from qualified elevator maintenance contractors for the servicing, examination and maintenance of two passenger elevators at the Larry C. Hardy Parking Deck 303 East State Street, Traverse City, Michigan and two passenger elevators at the Old Town Deck, 125 East Eighth Street, Traverse City, MI.

The City intends to select the qualifying contractor on the basis of qualifications, ability, relevant experience, cost, work plans and time frame, possession of required licenses and insurance and other pertinent factors. The contractor must have all required licenses and will be required to accept a service order from the City for this work. All requirements of the service order must be met, including insurance and workers compensation insurance pursuant to Michigan state law.

**2. SCOPE OF SERVICES**

This scope of services shall consist of servicing, examination, maintenance and state-required testing, including load testing, of two 2500 lb. passenger elevators that currently make four stops at full-floor intervals located at the Larry C. Hardy Parking Deck, 303 East Front Street, Traverse City, Michigan; as well as two 3500 lb passenger elevators making four stops at the Old Town Parking Deck, 125 East Eighth Street, Traverse City, MI, at full floor intervals. Maintenance shall include labor and parts to replace standard wear components.

The service and examination of the elevator for defects shall be conducted by a licensed elevator journey person at least every 90 days as required by state law. Regular service and testing shall be conducted during regular business hours Monday - Friday between the hours of 7:00 a.m. and 9:00 p.m. unless arranged otherwise with the Traverse City Parking System (TCPS) Administrator. Bids shall include services consistent with industry standards for servicing, examination and maintenance of the specified elevators.

Required Reports shall be provided to the City after all services provided.

It is intended for this service agreement to be for a three-year period. A service order for each year of the three-year period will be issued upon satisfactory service, as determined by the City Manager or his designee, after each year of service.

**3. EXAMINATION OF ELEVATORS**

Contractors submitting bids may examine the Parking Garage elevators with staff prior to the bid opening date to familiarize themselves with the project during normal working hours between

8:00 a.m. and 5:00 p.m. Monday through Friday by contacting the Parking Director, Nicole VanNess at (231) 922-0241 or email nicole@downtowntc.com.

Prior to submission of the bid, vendor shall make and shall be deemed to have made a careful examination of the site, any plans, specifications, Service Order as included herewith, and shall have become informed as to the location and nature of the proposed project, general local conditions and all other matters that may affect the cost and time of completion of the project.

Ignorance of conditions that now exist or that may hereafter exist, or of any conditions or difficulties that may be encountered in the execution of the work as a result of failure to make such examination or becoming so informed, will not be accepted as an excuse for any failure or omission on the part of the Contractor to fulfill in every respect all of the requirements of the Service Order, and will not be accepted as a basis for any claim for extra compensation or extension of time.

#### **4. INSURANCE**

The Contractor is required to provide, prior to project beginning, and maintain at all times during this project, the following insurance. The insurance shall be contracted with a company licensed to do business in the State of Michigan and shall be subject to the approval by the City. Certified copies in duplicate, setting forth the limits and coverage, shall be furnished to the Purchasing Agent before commencing with any work. The policy shall contain endorsements stating that at least a 10-day notice will be given to the City prior to termination or any change in the policy. Should any required insurance be cancelled, materially reduced or expired, all activities under this service order shall immediately cease until substitute insurance in compliance with all requirements hereof has been procured and evidence thereof presented to the City. The policy shall describe the project and provide coverage for the following terms:

A. Contractor's Commercial General Liability Insurance:

The Contractor shall procure prior to, and maintain during the life of the service order, Commercial General Liability Insurance on a "Per Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence including personal injury, bodily injury and property damage, naming the City of Traverse City as additional insured.

B. Workers Compensation Insurance:

The Contractor shall procure and maintain during the life of this service order, Workers Compensation Insurance Coverage in accordance with all applicable statutes of the state of Michigan.

C. Cancellation:

If any of the insurance is canceled, the Contractor and all subcontractors shall cease operations, and shall not resume until new insurance is obtained.

## **5. PAYMENT**

Payment shall be made by check when services are rendered monthly, quarterly or annually. The City issues checks on approximately the 10<sup>th</sup> and the 25<sup>th</sup> of each month. Invoices must be submitted by the 5<sup>th</sup> and the 20<sup>th</sup> of each month to be included in the check runs on those dates.

## **6. THIRD PARTY PARTICIPATION**

The Contractor agrees that despite any subcontract entered into by the Contractor for execution of activities or provision of services related to the completion of this project, the Contractor shall be solely responsible for carrying out the project pursuant to this service order. The Contractor shall specify in any such subcontract that the subcontractor shall be bound by this service order and any other requirements applicable to the Contractor in the conduct of the project unless the City and the Contractor agree to modification in a particular case. The Contractor shall not subcontract unless agreed upon in writing by the City.

## **7. PROTECTION OF WORK AND PROPERTY**

The Contractor shall continuously maintain adequate protection of the Contractor's work from damage and shall protect all public and private property from injury or loss arising in connection with Contractor's work, and shall defend and save the City harmless from all such damages or injuries occurring because of Contractor's work.

## **8. SILENCE OF SPECIFICATIONS**

The apparent silence of these specifications and any supplemental specifications as to any detail, or the omission from them of a detailed description concerning any point, shall be regarded as meaning only that the best commercial practices are to prevail and only material of the first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretations of these specifications will be made upon the basis of this statement.

## **9. SUBMITTAL OF BID**

Each vendor shall sign the bid summary sheet giving vendor's name, address and status, that is, whether an individual, partnership or corporation.

Vendors shall be State of Michigan qualified in the type of work which is included in this request for bids. Bids are solicited only from those who will start work promptly after award is made.

The City reserves the right to accept any bid or to reject any or all bids; also to waive defects or informalities in bids should it deem it in the best interest of the City to do so.

Contractors should submit **two sealed copies of each of your bids** containing:

A. Bid Summary Sheet.

- B. A statement of professional qualifications.
- C. A statement of the contractor's previous experience, with references of at least three (3) recent customers.
- D. A statement of what the state requirements are for inspection and maintenance at this time.
- E. A detailed maintenance program, listing in detail parts covered and any exclusions.
- F. A statement of hourly rates of licensed elevator journey persons including the cost per hour for any emergency callback services during regular business hours, after hour emergencies and holidays.
- G. A statement regarding availability for replacement parts and lubricants.
- H. Identification of a contact person to whom inquiries should be directed, with an address and telephone number.
- I. Response time for emergencies.

**If you have any questions, please contact Parking Director Nicole VanNess at (231) 922-0241 before the bid is submitted.**

**Sealed bids clearly marked "Parking Garage Elevator Bid" must be received at the following location no later than Tuesday, February 12, 2019 at 2:00 P.M. to:**

**Kim Sheridan, Purchasing Agent  
2<sup>nd</sup> Floor, Governmental Center, 400 Boardman Avenue  
Traverse City MI 49684**

Telefaxed or e-mailed bids are not acceptable. Only the successful contractor will be notified. If you so desire, you may call for results.

**Bidder - Please complete and return**

**BID SUMMARY**

**TITLE: Elevator Service, Examination & Maintenance at the  
Larry C. Hardy Parking Deck, 303 East State Street, and the Old Town Parking  
Deck, 125 East Eighth Street, Traverse City, MI**

**DUE DATE: Tuesday, February 12, 2019 at 2 PM**

Having carefully examined the attached specifications and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder certifies that as of the date of this bid the Company or he/she is not in arrears to the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

Bidder understands and agrees, if selected as the successful Bidder, to accept a Purchase Order / Service Order / Contract and to provide proof of the required insurance.

Bidder submits this bid and agrees to meet or exceed all the City of Traverse city's requirements and specifications unless otherwise indicated in writing and attached hereto. Bidder shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Bidder certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:

- (a) conviction of a criminal offense incident to the application for or performance of a contract;
- (b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;
- (c) conviction under state or federal antitrust statutes;
- (d) attempting to influence a public employee to breach ethical conduct standards; or

(e) conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the City indicates that the bidder is unable to perform responsibility or which reflects a lack of integrity that could negatively impact or reflect upon the City of Traverse City, including but not limited to, any of the following offenses or violations of:

- i. The Natural Resources and Environmental Protection Act.
- ii. A persistent and knowing violation of the Michigan Consumer Protection Act.
- iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
- iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.
- v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.

(f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

Bidder understands that the City reserves the right to accept any or all bids in whole or part and to waive irregularities in any bid in the best interest of the City. The bid will be evaluated and awarded on the basis of the best value to the City. The criteria used by the City may include, but will not be limited to: ability, qualifications, timeframe, experience, price, type and amount of equipment, accessories, options, insurance, permits, licenses, other pertinent factors and overall capability to meet the needs of the City. The City is sales tax exempt – Government.

Vendor agrees that the bid may not be withdrawn for a period of sixty (60) days from the actual date of the opening of the bid. **Please bid on both #1 and #2 options below.**

1. Limited Examination, Lubrication and Safety Testing Agreement, with the understanding that necessary lubricants, cleaning materials and minor adjustments are part of the agreement. Replacement parts and labor are not.

	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year
Total annual cost for each of three years	\$ _____	\$ _____	\$ _____
Hourly rate for emergencies during regular work hours	\$ _____	\$ _____	\$ _____
Hourly rate for emergencies after regular work hours	\$ _____	\$ _____	\$ _____
Hourly rate for holidays & Sundays	\$ _____	\$ _____	\$ _____

2. Full Maintenance, Examination, Lubrication and Safety Testing Agreement, with the understanding that necessary lubricants, cleaning materials, replacement of all components worn due to normal wear (unless specifically excluded), and labor are included, with the overtime premium outside the coverage).

	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year
Total annual cost for each of three years	\$ _____	\$ _____	\$ _____
Hourly rate for emergencies during regular work hours	\$ _____	\$ _____	\$ _____
Hourly rate for emergencies after regular work hours	\$ _____	\$ _____	\$ _____
Hourly rate for holidays& Sundays	\$ _____	\$ _____	\$ _____

Submitted by:

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Name and Title (Print)

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Sole proprietorship/partnership/corporation

\_\_\_\_\_  
If corporation, state of corporation

REFERENCES: (include name of organization, contact person, and daytime phone number).

1. \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

2. \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

3. \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_