



**Request for Proposals
Elevator & Escalator Maintenance-BIA
Proposal No.: P16-023
Issue Date: February 16, 2016**

**Purchasing Department
73 Harlow Street
Bangor, Maine 04401
207-992-4282**

I. Introduction

The City of Bangor requests proposals from qualified and experienced contractors to provide all necessary elevator and escalator maintenance services to the Bangor International Airport for a period of three (3) years. A three (3) year renewal option is contemplated contingent upon mutual agreement between the parties.

This RFP is designed to provide interested Proposers with sufficient information to prepare a proposal that will meet the minimum requirements of the RFP. It is not intended to limit or exclude content or data deemed relevant or essential by the Proposer. Proposers are encouraged to expand upon the specifications in the RFP to evidence their service capability.

A complete inventory of all elevators and escalators is included in the RFP.

II. Submission

To be considered, return the Proposal Form and any other information the Proposer deems important in an envelope clearly marked "**Proposal No.: P16-023: Elevator & Escalator Maintenance**" by **2:00 PM, Wednesday, March 9, 2016** to City of Bangor, Purchasing Department, 73 Harlow Street, Bangor, Maine 04401.

Proposals may also be submitted via email by sending to: bids@bangormaine.gov. If emailing, please reference "**Proposal No.: P16-023: Elevator & Escalator Maintenance**" in the subject line. Proposals will be publicly opened on the date and time stated above.

III. General Information

General Information is available on the City's website at the following web address: www.bangormaine.gov/proposals. By submitting a response to this solicitation, the Proposer accepts the responsibility for downloading, reading and proposing by the terms and conditions set forth in the City's "General Information for Vendors".

IV. Questions

All questions must be directed in writing to bids@bangormaine.gov no later than Thursday, February 25, 2016.

The City will issue a response to any questions or inquiries submitted in writing, on or before 4:30 PM, Monday, February 29, 2016. The response will be in the form of an addendum, which will be available on the City's website.

V. Submission Requirements

The following information must be included in all proposals.

- A. A statement detailing the Proposer's background and experience including number of employees;
- B. Provide a list of five (5) references which include the contact name, title, phone number and email address;
- C. Proposal form; and
- D. Any other information the Proposer feels will aide in the evaluation process.

All signatures on proposals, amendments, or related correspondence must be by persons who are authorized to contractually bind the proposer.

VI. Selection Criteria

Each proposal will be evaluated based upon the following criteria:

- A. Experience of Proposer, measured in the number of years in business, total number of similar operations and proven track record;
- B. Number of employees currently employed; and
- C. Prior history and/or experience with Proposer and/or references;
- D. Proposed cost.

VII. Information & Requirements

No Contract will be awarded except to a responsible Proposer capable of performing the work contemplated.

The Contractor shall provide full coverage preventative maintenance services, incidental servicing, minor repair, emergency service/inspections, all parts, and the annual State of Maine elevator/escalator inspection for all elevators and escalators.

Services shall include, but are not limited to, the provision of qualified labor; supervision; transportation (when and where required); establishment and maintenance of records; all parts, tools, equipment, and cleaning.

Maintenance records shall include repair work performed and spare parts used. All work performed shall be patterned after accepted commercial practices for elevator and escalator maintenance contracts. The frequency of inspection and service shall be monthly and shall be established so the reliability and proper operation characteristics of the elevator and escalators are not degraded.

Proposers must operate in compliance with all local, state, and federal laws.

Where required, Proposers must be able to present current documentation of up-to-date certifications for the work to be performed.

Proposer's employees must be trained and qualified to perform the work on all required equipment. Proposers must have been in the elevator/escalator maintenance business for at least two (2) years prior to the submission of his/her proposal.

The successful Proposer must be able to provide 24 hour service for emergency repair(s) or inspection(s) with no exceptions.

Elevators and Escalators

Domestic Terminal:

Elevators:

1. Manufacturer: Dover ELE 2288
Type: Freight
Capacity: 1500
2. Manufacturer: OTIS LRS-ELE 3768
Type: Passenger
Capacity: 4000
3. Manufacturer: OTIS LRS-ELE 36847
Type: Passenger
Capacity: 3500

Escalators:

1. Manufacturer: OTIS R ESC 3736

Type: Down
Usage: Approximately 20 – 30 hours per day

2. Manufacturer: OTIS R ESC 1
Type: Up
Usage: Approximately 20 – 30 hours per day

International Terminal:

Elevators:

1. Manufacturer: OTIS LRS ELE 3795
Type: Passenger
Capacity: 2500
Location: US Customs and Border Protection Area
Usage: Only operates for international flights requiring Government Agency clearance into the United States. Time of operation varies.
2. Manufacturer: OTIS LRS ELE 3828
Type: Passenger
Capacity: 2500
Usage: Daily – **only 3rd floor elevator**

Escalators:

1. Manufacturer: OTIS 506 ESC 3796
Location: US Customs and Border Protection Area
Usage: Only operates for international flights requiring Government Agency clearance into the United States. Time of operation varies.
2. Manufacturer: OTIS J ESC 9
Location: Entrance to the IAB Building, first level to the second level.



Proposal Form
Elevator & Escalator Maintenance- BIA
Proposal No.: P16-023

Deadline: 2:00 PM
Wednesday, March 9, 2016

Note: Work must be bid by using this Form. Failure to comply may result in disqualification.

Item	Description	Cost/Response Time
1	Emergency hourly rate during normal business hours	\$ _____/hour
2	Response time during normal business hours	_____ hours
3	Emergency hourly rate during nights, weekends & holidays	\$ _____/hour
4	Response time during nights, weekends & holidays	_____ hours
5	Monthly Maintenance Fee	\$ _____
Number of employees:		
Location of main operating center:		
List any miscellaneous charges (i.e. fuel, freight etc.):		
<i>All miscellaneous charges must be identified: (i.e. fuel, transportation etc.) No other charges will be accepted.</i>		
Business Name:		
Street or PO Box:		
City, State, Zip:		
Telephone Number:		
Email Address:		
Contact Name:		
Signature:		
Title:		Date: