



**Prairie State College**  
**Bid Instructions**

Sealed bids will be received by the College for the **Elevator Maintenance** set forth in the attached specifications and/or plans.

**Bid Proposals**

Proposals must be made in accordance with the instructions contained herein. They shall be submitted on the forms furnished by the College and mailed or delivered in a sealed envelope identified as “**BID ENCLOSED Elevator Maintenance** to the address below.

Proposals will be opened and publicly read at the place, date and time stated below.

**Place:**           **Prairie State College District #515**  
                          **Prior to bid opening; Room 2115**  
                          **Bid opening: Main Building 2501**  
                          **202 South Halsted Street**  
                          **Chicago Heights, IL 60411**

**Date:**            **September 9, 2020**

**Time:**           **1:00 PM**

***PROPOSALS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED TO THE VENDOR UNOPENED.***

Faxed bids will not be considered because they do not meet the sealed bid requirement.

**Awarding of Bids**

Bids shall be awarded to the lowest responsible bidder. The College reserves the right to reject any and all bids or any part thereof, to waive immaterial technicalities in the bidding, and to accept the bid deemed most favorable to the interest of the College after all bids have been examined and evaluated.

**Pre-Bid Meeting**

A pre-bid meeting will be held on August 26, 2020 @10:00 AM. The meeting will be at the Main Building, Atrium Area, 202 S Halsted Street, Chicago Heights, IL 60411. Face masks, social distancing and temperature checks are required prior to entering the Main Building.

## **Taxes**

As a public community college, Prairie State College is exempt from Federal, State and Municipal Taxes. Tax exemption numbers will be provided upon request.

## **Payment for Goods and Services**

The Board of Trustees approves bill payments on the last Tuesday of each month. Goods and services must be received and an approved invoice be received in the Accounts Payable office a minimum of ten (10) days prior to the last Tuesday of the month to be processed for payment.

## **Alternate Bids**

Alternate bids shall not be considered a counteroffer. An alternate bid shall not become a part of the contract unless approved by the College upon the award of the bid. If bidding other than specified, alternates must be guaranteed equal or better than that originally specified. Burden of proof lies with the bidder upon college approval. Alternate bids must include specifications, brand name, numbers and/or trademark, if any, and any other information pertinent to the identification.

## **Time Price Will Be Firm**

Bid prices must be firm for a period of sixty (60) days from the date of the bid opening.

## **Delivery Price**

Unless otherwise specified in the invitation to bid, your bid price **must** be a delivered price, F.O.B. Prairie State College, with all transportation and handling charges paid by the bidder. The successful contractor is responsible for unloading and loading of equipment covered under this contract.

## **Acknowledgement of Addenda**

Signature of company official on original document shall be construed as acknowledgment of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted.

## **Compliance With Laws**

The bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the Federal, State, County and local government agencies, which may in any manner affect the preparation of proposals or the performance of the contract.

### **Bid Security**

A certified check or bank draft or bid bond, made payable to Prairie State College District #515, Cook County, Illinois, **MUST** be submitted with the bid in the amount of ten percent of your total bid. The bid security will be forfeited by the successful bidder in the event of the bidders failure to enter into a contract. Checks or drafts of unsuccessful bidders will be returned as soon as practical after opening, checking all bids and board approval.

### **Insurance:**

The successful bidder will be required to furnish a certificate of insurance. The insurance coverage required herein under shall be the minimum amounts maintained by the Contractor and Subcontractors until all Work is completed and accepted by the Owner. The college will be an additionally insured.

The insurance coverage required here in under shall be the minimum amounts maintained by the Contractor and Subcontractors until all Work is completed and accepted by the Owner. The Contractor will purchase and maintain "all risks" Builder's Risk property insurance subject only to such exclusions as have been specifically approved by the Owner in writing.

#### A. Workers Compensation

1. State: Statutory
2. Applicable Federal: Statutory
3. Employer's Liability:
  - a. \$1,000,000 per Accident
  - b. \$1,000,000 Occupational Disease

#### B. Commercial Comprehensive Liability

1. Each Occurrence: \$2,000,000
2. Products/Completed Operations Aggregate: \$2,000,000
3. Personal/Advertising Injury: \$2,000,000

#### C. Business Auto Liability (including owned, non-owned and hired vehicles).

1. Bodily injury
  - a. \$1,000,000 per person
  - b. \$2,000,000 per accident
2. Property damage: \$1,000,000 OR
3. Combined Single limit: \$1,000,000

#### D. Umbrella

1. Umbrella Excess Liability: \$4,000,000
2. If the Contractor's Workers Compensation, Commercial General Liability and Business Auto policies do not have these minimum limits, an Umbrella policy written by an insurance company acceptable to the Owner may be used to meet the minimum limits required.

### **Payments**

Certified Payrolls

1. With each pay application, contractors shall submit certified payrolls in a format acceptable to Prairie State College District #515.

#### Partial Lien Waivers

1. The contractor's partial lien waiver, for the full amount of the payment, shall accompany the first application. Each subsequent payment application shall be accompanied by the contractor's partial waiver, and by partial waivers from all subcontractors and suppliers who were included in the immediately preceding payment application, to the extent of that payment.

Final Lien Waivers: The final request for final payment shall include:

1. The contractor's final lien waiver in the full amount of the contract.
2. Final lien waivers in the full amount of their contracts from all subcontractors and suppliers for which final lien waivers have not previously been submitted

#### **Apprenticeship and Training Programs**

The bidder and all bidder's subcontractors must participate in applicable apprenticeship and training programs approved by and registered with the United States Department of Labor Bureau of Apprenticeship and Training. The apprenticeship and training programs must be in the same trade in which the firm shall be performing work on behalf of the College under this contract. This provision shall not apply to federally funded construction projects if, in the opinion of the college, such application would jeopardize the receipt or use of federal funds in support of such project.

A statement to the above effect has been added to the bid form. Bidders must be a member of an approved apprenticeship program prior to bid opening on the project. Failure to list required information may result in disqualification of bid.

#### **Prevailing Wage Rate**

The successful bidder must pay not less than the prevailing wage rate determined by the Illinois Department of Labor for the county where the contract is executed and the craft or type of worker needed to execute the contract.

#### **Other**

Prairie State College is committed to a policy of non-discrimination. Thus, bidders are required to be in compliance with Federal Executive Orders 11246 and 11375, and the Equal Employment Opportunity Clause issued by the Illinois Fair Employment Practices Commission Public Act 77-1552.

#### **Signature On Bids**

Prairie State College District #515 requires the signature on bid documents to be that of an authorized representative of said company. Each bidder represents that he/she has read and understands the bidding documents and that these instructions are a part of the specifications.

Finance and Administration  
Prairie State College



**Prairie State College**  
**Bid Form**  
**Facilities and Operations**

Sealed bids will be received by the College for **Elevator Maintenance** set forth in the attached specifications and/or plans.

To: Prairie State College  
202 S Halsted Street  
Chicago Heights, Illinois 60411

Faxed bids will not be considered because they do not meet the sealed bid requirement.

**Project:** Elevator Maintenance  
**Date:** September 9, 2020  
**Time & Place:** 1:00 PM – Main Building 2501

Submitted by:

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(Full Name)

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(Address)

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(City, State, Zip)

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(Phone)

(Fax)

(E-Mail)

**Part 1: OFFER**

Having examined the site and having familiarized with conditions affecting the cost of work associated with the **Elevator Maintenance** and with the bidding documents. Bidder hereby proposes to perform everything required and to furnish all labor, materials, necessary tools, expendable equipment and transportation services necessary to complete in a workman manner of work stated in accordance with the bidding documents for the following sums:

**Base Bid**

Elevator Maintenance Year 1 \$ \_\_\_\_\_

Elevator Maintenance Year 2 \$ \_\_\_\_\_

Elevator Maintenance Year 3 \$ \_\_\_\_\_

**Total Price for a 3 year Contract \$ \_\_\_\_\_**

Billing Rates	Mechanic	Helper	Crew
Straight			
Overtime Premium (1.5 Time)			
Overtime Premium (1.7 Time)			
Overtime Premium (2.0 Time)			

**Addenda**

The following addenda have been received. The modification to the bid documents noted therein have been considered and all costs thereto are included in the bid sum.

Addendum # \_\_\_\_\_ Dated \_\_\_\_\_

Addendum# \_\_\_\_\_ Dated \_\_\_\_\_

Addendum# \_\_\_\_\_ Dated \_\_\_\_\_

Addendum# \_\_\_\_\_ Dated \_\_\_\_\_

**Part 2: ACCEPTANCE**

This offer shall be open to acceptance and is irrevocable for (60) days from bid closing date.

If the bid is accepted by the college within the time period stated above, we will:

1. Execute the agreement within (10) days of receipt of Notice of Award.
2. Furnish the required Certificate of Insurance within (10) days of receipt of Notice of Award

**Part 3: CONTRACT TIME**

If the bid is accepted, we will:

1. Mobilize in the month of October 2020 and continue the services stated in this contract based on a 3-year period unless performance is unsatisfactory.

**Part 4: BID FORM SIGNATURE(S)**

The corporate seal of:

\_\_\_\_\_  
(Bidder – please print the full name of your Proprietorship, Partnership, or Corporation)

Was hereunto affixed in the presence of:

\_\_\_\_\_  
(Authorized signing officer)

\_\_\_\_\_  
(Title)

(Seal)

**CERTIFICATION OF CONTRACT/BIDDER**

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

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NAME OF CONTRACTOR/BIDDER

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SIGNATURE

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TITLE

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DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

Prairie State College District # 515  
Vice President, Finance and Administration  
202 S Halsted Street  
Chicago Heights IL 60411



# Prairie State College

## Specifications for Elevator Maintenance

Proposals are being solicited for an elevator maintenance contract at Prairie State College, Main Campus, 202 South Halsted Street, Chicago Heights, Illinois. The maintenance contract is for the following equipment:

Location	Description	Stops	Number of Units
Main Building	Electro Hydraulic with Motion Control HMC-1000	5	1
Main Building	Electro Hydraulic with Virginia Controls	5	1
Main Building	Hydraulic LMH	5	1

The contract for this service will be for a twelve month period beginning October 1, 2020 with an option to renew for two additional years if the college is satisfied with the service.

If during the term of this contract, Contractor violates any of the provisions of this contract or fails to properly provide the services required by this contract, Owner shall advise contractor of specific deficiencies and shall allow contractor reasonable period (30 calendar days unless otherwise agreed) to correct the deficiencies to Owners satisfaction.

The elevator company shall have **at least 5 years' in business** working on similar equipment in a similar environment.



In the event the contractor fails to correct the deficiencies in the allotted time, the owner shall have the right to terminate this contract on 30 days written notice to the contractor starting from the date of deficiency.

If an elevator is shut down due to equipment failure for more than 72 continuous hours during the regular working days of the elevator trade, weekends and holidays are excluded, maintenance billing for that elevator shall be suspended until unit is restored to beneficial usage, excluding scheduled equipment repairs or repairs requiring more than 1 elevator mechanic.

The maintenance contract proposal should be a full service contract including parts, labor, tools and equipment, and transportation with work to be performed during regular working hours (7:00 am – 3:30 pm) Monday through Friday of the week, excluding holidays. If any emergency service is requested outside of regular working hours and days of the elevator trade, the college should be required to pay only the overtime premium on the labor cost. The contract costs should include emergency call back service during regular working hours. Overtime service outside of normal working hours and days of the elevator trade shall be available to the college upon demand and paid for per the labor charge table that follows herein.

Provide overtime emergency call-back service at no additional cost under the following conditions:

1. Passenger entrapment within any elevator. A thirty (30) minute response time is required.
2. If an elevator is shut down for more than 72 continuous hours, the maintenance billing for that elevator shall be suspended until the unit is restored to service. (Exception: as noted above).
3. At least quarterly or more often if required, the contractor shall provide and review with the owner a summary of all trouble calls (call backs). The intent of this review is to minimize call backs by developing consistent communication between the contractor and the owner relative to call back trends and their causes.

A four (4) hour response time shall be required on all other calls. If the contractor repeatedly fails to meet response times, the college, at its sole discretion, will be the contractor on notice and repeated offenses may reduce the monthly payment amount by \$150 per occurrence if response time is not met.

If additional overtime contract is required, within the scope of this agreement, owner will pay only the difference between normal and overtime labor at the hourly rates indicated below:

Billing Rates	Mechanic	Helper	Crew
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Straight			
Overtime Premium (1.5 Time)			
Overtime Premium (1.7 Time)			
Overtime Premium (2.0 Time)			

The contract must include regular systemic examination on a monthly basis, adjustment and lubrication as required and if necessary, replacement parts. The company is responsible for examining the condition of all elevators prior to submitting a bid. Based on the examination, if the bidder indicates parts are in need of replacement or should be excluded from the maintenance contract, they should be clearly delineated in the proposal. The College will not be responsible for replacing any parts during the term of the contract that are included in this list. All parties of this agreement recognize that with the passage of time some parts and or components may become obsolete. The contractor, after exhausting all parts sources that provide either new or refurbished parts, or failing to obtain a similar new part that will perform the same function, will inform the college of this situation. The college will purchase the upgrade part through a negotiated process that may include competitive bidding at the discretion of the college. Major assembly changes such as controllers, valves, motors, pumps, door operators, or signal fixtures are not considered to be “similar new parts”.

Contractor shall make periodic equipment tests and maintenance inspections of all equipment including, but not limited to category 1 annual pressure relief valve test and buried cylinder test on hydraulic elevators and documentation to the Facilities Department, monthly firefighters service operational tests all required by the most current ASME A17.1 Safety Code for Elevators. Written reports of said tests shall be submitted to the owner. Provide prior notification of elevator tests so that a representative of the owner may witness the test. In the event of conflicting testing requirements between A17.1 and local codes or ordinances, the more stringent shall prevail. The contractor shall coordinate the code required test witnessing of the category 1 testing with the AHJ. The AHJ fee for the test witnessing shall be paid direct to the AHJ by the college.

The contractor shall not be required to install new attachments or perform tests as may be recommended or directed by inspecting entities; insurance companies; and federal, state, or municipal governmental authorities unless compensated for such tests, installation or services.

Contractor shall be responsible for regular, systemic execution of the work items included in this contract as follows: Preventative Maintenance: Contractor agrees to regularly and systematically examine, clean, lubricate, adjust the vertical transportation equipment, and as conditions warrant, repair or replace all portions of the vertical transportation equipment

included under this contract. Contractor shall maintain (annually) the elevator machine rooms, hoistways, pit car tops and the equipment in or on them in a clean condition. Additional clean up services required through no fault of the contractor shall be performed at additional expense to the college.

While servicing elevators, dust and smoke can activate the campus wide fire system. The contractor must notify owner of where service is to be performed so such safety devices can be deactivated by the owner.

This contract includes preventative maintenance and repair or replacement of all vertical transportation equipment with the following exclusions only:

1. Repairs required because of negligence, accident or misuse of the equipment by anyone other than the contractor, his employees, subcontractors, servants, agents, or other causes beyond the Contractor's control except ordinary wear.
2. Repair or replacement of building items, such as hoistway or machine rooms walls and floors, car enclosures and finishes, car finish floor material, hoistway entrance frames, door panels, sills signal fixture faceplates, smoke detectors and communication equipment not installed by an elevator contractor.
3. Mainline and auxiliary disconnect switches, fuses and feeders to control panels.
4. Lamps for normal car and machine illumination
5. Underground hydraulic piping and cylinders.
6. Monthly check of each elevator phone.
7. Provide 8 hours in your bid for testing the smoke and heat detectors in the month of June.
8. When during routine examination or testing of the equipment, corrective action is found to be required, the contractor shall proceed immediately to make replacements, repairs, and adjustments. When such work is determined not to be the contractor's responsibility, a written report signed by the contractor shall be delivered to the owner for further action, with the exception of a safety or potential safety problem in which case, the contractor shall immediately correct the problem at the least expense to the owner.
9. Contractor must block elevator doors at all levels to prevent confusion on the elevator status. Colored covers or safety tape is acceptable.
10. In performing the work indicated, contractor agrees to provide parts used by the manufacturers of the original equipment for replacement or repair, and to use lubricants obtained from and/or recommended by the manufactures of the equipment. Equivalent parts or lubricants may be used if approved in writing by the owner. Parts requiring repair shall be rebuilt to "like new" condition.

11. No parts or equipment covered under this contract may be permanently removed from the job site without written approval by the owner. This does not include renewal parts stocked on the job by contractor, which shall remain property until installed for use on the equipment.
12. Additional services included in the contract must also be clearly delineated.
13. Only skilled /State of Illinois licensed elevator maintenance men under the direct employment and supervision of the company awarded the contract will be allowed to perform work under this contract. Any and all employee's performing work under this contract shall be satisfactory to owner.
14. The college will be responsible for paying the Elevator Inspection fee unless another visit is required by not maintaining the elevator per the contract documents.
15. The company must maintain a spare parts inventory of manufacturer's parts.
16. A list of references must be provided
17. Certificate of Insurance must be included in your proposal
18. Include yearly hydraulic pressure testing in this contract. Elevator inspector fee to be paid directly to the college.
19. If you wish to inspect the elevator before submitting a proposal, please contact John Woodyatt, Manager of Facilities and Operations, 708-709-7989.