



## INVITATION FOR BIDS

The City of Durango Colorado, by and through its Grants/Contracts Division, is accepting bids for **Elevator Service /Maintenance and Annual Inspections** in accordance with the terms, conditions, and specifications contained in these documents.

This Invitation for Bids and any subsequent addenda will be posted to the Rocky Mountain E-Purchasing System website ([www.bidnetdirect.com/colorado](http://www.bidnetdirect.com/colorado)) then click on Vendor Login or Vendor Registration if you have not already registered. Firms are encouraged to register with RMEPS for all City bid opportunities.

### Questions:

Each bidder, before submitting his bid, shall become fully informed as to the extent and character of work required. All questions must be submitted via Rocky Mountain E-Purchasing System website ([www.bidnetdirect.com/colorado](http://www.bidnetdirect.com/colorado)).

**Question Deadline: October 13, 2020 Time: 3:00 p.m. (Local Time)**

(Questions received after the deadline may not be accepted.)

**Final Addendum: October 15, 2020 Time: 4:30 p.m. (Local Time)**

### Submittal Instructions (Reference: Bid Submission Section)

Submittal requirements are outlined in the Bid Submission Section of the Bid Documents. Deliver Bid via: Rocky Mountain E Purchasing ([www.bidnetdirect.com/colorado](http://www.bidnetdirect.com/colorado)) using the form furnished.

**Project Title: Elevator Service /Maintenance and Annual Inspections**

**Bid Due Date and Time: October , 2020, 3:00 p.m. (Local Time)**

It is the sole responsibility of the respondent to see that the bid is received before the submission deadline. Late bids will not be considered.

All bids submitted shall be binding upon the respondent if accepted by the City within sixty (60) calendar days of the submission date. Negligence upon the part of the respondent in preparing the bid confers no right of withdrawal after the time fixed for the submission of bid. This project is being bid in accordance with the City of Durango Purchasing Policy.

Bob Grogan, Jr.  
Buyer-Grants/Contracts Division

Date: September 22, 2020  
Published 9/23 & 9/26, 2020  
949 E 2<sup>nd</sup> Ave • Durango CO 81301 • 970.375.4994 •

## **I. BACKGROUND / INTENT**

It is the intent of the City to award two contracts: one contract for annual quarterly service/ maintenance and emergency service and a second contract for annual inspections. Some Departments may take it upon themselves to do the monthly fire service testing.

The objective is to obtain products and/or services as specified herein from a source of supply that will give prompt and convenient service. The awarded Contractors must be able to perform as required under the Scope of Services below. Any failure of a successful bidder to comply with these conditions may be cause for terminating any resulting contract immediately upon notice by the City. The City reserves the right to obtain these products from other sources, when necessary, should a successful bidder be unable to perform on a timely basis and such delay may cause harm to the using department or public users.

All work shall be performed by a licensed conveyance mechanic under the supervision of a certified conveyance contractor, as required by the State of Colorado.

Bids shall be considered only from firms that are presently engaged in the provision of these services in the Four Corners Area. It may be necessary to produce evidence that they have established a satisfactory record of performance for this period of time.

## **II. CONTRACT TERM**

The initial term of these contracts shall be five (5) years beginning October 31, 2020.

The City may require the addition of services from the Contractors as the requirements of the City change. This may entail additional facility areas and/or additional services required at contracted facilities. The Contractors shall provide the City with a cost for these additional facilities or services based upon the cost structure utilized in establishing the cost for the areas that were initially contracted.

If the cost offered is not acceptable to the City, the City reserves the right to procure the services from other vendors, or to cancel the contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.

The City reserves the right to delete any portion of this contract at any time without cause. If such right is exercised, the total fee shall be reduced by the amount established for that service. If work has already been accomplished on the portion of the contract to be deleted, the Contractor shall be paid for the deleted portion on the basis of the percentage of completion.

The Contracting Agency reserves the right to reject any or all Bids and to waive informalities when such action is deemed to be in the best interest of the Contracting Agency.

A conditional or qualified Bid may be cause for rejection.

All applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the Projects, shall apply to the Contract throughout.

Each Bidder is responsible for inspecting the site and for reading and being thoroughly familiar with the Contract Documents. The failure or omission of any Bidder to do any of the foregoing shall in no way relieve any Bidder from any obligation in respect to their Bid.

### **III. PRICING AND COST ADJUSTMENTS**

Bidder will quote a firm, fixed cost per monthly and quarterly for each location listed in the scope of services below and on the Bid Sheet. Pricing shall include all costs associated with the project including labor, equipment, management, etc. There will be no travel time, mobilization, or fuel surcharges, etc., added to any regular inspection invoice.

Additionally, the bidder will quote a firm fixed cost for labor and supplies for the repair or installation of non-contract items as discussed in the Scope of Services.

Costs for all services provided under this contract shall remain firm for the first year of the contract. Costs for subsequent years shall be subject to an adjustment only if increases occur in the industry. However, unless very unusual and significant changes have occurred in the industry, such increases shall not exceed 5% per year or, whichever is less, the latest yearly percentage increase in the All Urban Consumers Price Index (CPU-U) (All Items), as published by the Bureau of Labor Statistics, U.S. Department of Labor. The yearly increase, or decrease in the CPI shall be that latest index published and available ninety (90) days prior to the end of the contract year then in effect compared to the index for the same month one year prior. Any requested price increase shall be fully documented and submitted to the City at least ninety (90) days prior to the contract anniversary date. Any approved cost adjustments shall become effective upon the anniversary date of the contract.

The City may, after examination, refuse to accept the adjusted price lists if they are not properly documented or increases are considered to be excessive. In the event the City does not wish to accept the adjusted price lists and the matter cannot be resolved to the satisfaction of the City, the contract can be cancelled by the City upon giving thirty (30) days written notice to the Contractor.

### **IV. SCOPE OF WORK (Service/Maintenance and Emergency Service)**

#### **A. General**

The work to be performed by the Contractor consists of furnishing all material, labor, supervision, tools, supplies and equipment necessary to provide full

maintenance service, adjustments, tests, parts or component replacements, and repairs to keep the elevators in continuous use at their established capacity and efficiency and for their intended purpose. All maintenance adjustments and repairs shall be in compliance with the latest American National Safety Code for Elevators, Dumbwaiters, Escalators and Moving Walks; ANSI A17.1 and A17.2, including all supplements.

**B. Locations included in this contract:**

1. Durango-La Plata County Airport, 1000 Airport Road, Durango CO 81303.

One (1) Dover Elevator (hydraulic), S/N #E93465

2. Durango Public Library, 1900 East 3<sup>rd</sup> St, Durango CO 81301

One (1) Otis 211 Hydraulic Elevator, SN#8820810

Two (2) Matot Dumbwaiters, SN#124426 and SN#124427

3. Carnegie Building, 1188 E 2<sup>nd</sup> Ave, Durango CO 81301

One (1) Esco Hydraulic Elevator, S/N#92-12193

4. Community Recreation Center, 2700 Main Ave, Durango CO 81301

One (1) Otis Hydraulic Passenger Elevator, Machine #460469

5. Transit Center, 250 W 8<sup>th</sup> St, Durango CO 81301

One (1) ThyssenKrupp TAE20

6. Santa Rita Water Reclamation Facility Administration Building, 105 S. Camino Del Rio, Durango CO 81303

One (1) TBD, in construction phase.

**C. Contractor Responsibilities**

1. The scheduling, frequency and performance of the maintenance service procedures specified shall be carried out in accordance with established industry procedures.
2. Each elevator shall be examined and maintained for four (4) quarters a year.

3. Contractor shall furnish a qualified elevator mechanic on the jobsite for performance of examinations and preventative maintenance. Said elevator mechanic shall provide preventative maintenance or inspections at the jobsite for a minimum of thirty (30) minutes per visit.
4. Contractor shall maintain a log, at a designated location in each facility, indicating mechanic's arrival time, departure time, and services performed during each visit. Copies of mechanic's time tickets, verifying time spent each visit, shall be included with invoice/statement.
5. All items listed below in paragraph D below shall be accomplished under the scope of this contract. The preventative maintenance specified is considered the minimum for all equipment. If specific equipment covered by this contract requires additional maintenance for safe and reliable operation, the Contractor shall perform the required maintenance.

**D. Extent of Coverage**

Regularly and systematically examine, clean, lubricate, adjust, and when conditions warrant, repair or replace the following per paragraph II (C) above.

1. Traction Elevators:
  - a. Elevator Machines – Geared/Gear less
  - b. Motor Generators
  - c. Controllers, Selectors, Dispatcher and Relay Panels
  - d. Machine Brakes and Brake Pulleys
  - e. And Parts thereof, including
  - f. Hoisting Motors
  - g. Selector Motors, Exciter and Regulator
  - h. Worms, Gears, Thrusts
  - i. Bearings
  - j. Rotating Elements
  - k. Brake Magnet Coils
  - l. Brushes, Brush Holders and Commutators
  - m. Brake Shoes, Linings and Pins
  - n. Windings and Coils
  - o. Contacts, Relays and Timers
  - p. Resistors and Transformers
  - q. Solid State Devices
  - r. Emergency Lighting, if furnished and installed by the same manufacturer
  - s. Fireman's Service Equipment
  - t. Deflector, Secondary and all other sheaves, shafts, bearings and assemblies
  - u. Automatic power door operators, landing and car door hangers, landing and car door contacts, door protective devices, hoistway door interlocks,

bottom door guides, manual door closers and auxiliary door closing devices.

2. Hydraulic elevators: In addition to all the electrical controlling components, check the following:
  - a. Hydraulic oil
  - b. Reservoir tank
  - c. Pumps
  - d. Hydraulic lines
  - e. Pressure controllers
  
3. All Elevators
  - a. Keep guide rails properly lubricated, except where roller guides are used.
  - b. Replace guide shoe gibs or rollers, when conditions warrant, to provide a quiet operation.
  - c. Repair or replace control cables when conditions warrant.
  - d. Periodically drain the gear case, flushing to remove sediment and grit, refill with new gear oil.
  - e. Re-lamp all signals.
  - f. Furnish lubricants that meet the equipment manufacturer's specifications.
  - g. Periodically examine, clean, lubricate, adjust, and when conditions warrant, repair, or replace the following safety devices:
    - i. Interlocks and door closers
    - ii. Car and counterweight buffers
    - iii. Over speed governors, governor tension sheave assemblies and car and counterweight safeties.
    - iv. Limit, landing and slowdown switches
    - v. Door protective devices and alarm bells.
  - h. Conduct a yearly no-load, low speed test of car and counterweight safeties and a test of buffers.
  - i. Periodically equalize the tension in all hoist way ropes. Replace all wire ropes and fastenings when conditions warrant.
  - j. Examine, and when conditions warrant, re-groove or replace all sheaves, governor tension sheaves, secondary or deflection sheaves and compensating sheaves.
  - k. Periodically examine, lubricate, adjust and when conditions warrant through normal wear and tear, repair or replace the following accessory equipment:
    - i. Car and Corridor operating pushbuttons
    - ii. Load weighting equipment
    - iii. All hall lanterns, car position and hall position indicators, lobby control panels, car operating panels, and all other signal and accessory facilities furnished and installed as part of the whole equipment.

- l. Periodically clean all elevator machine rooms, secondary areas, elevator hoist ways, and pit areas. The Service Contractor will be responsible for keeping the machine rooms, the exterior of the machinery, and any other parts of the equipment subject to rust, properly painted, identified, and presentable at all times. During the course of each examination, all accumulated refuse in the pit areas will be discarded.
- m. Annually clean the elevator hoist way and related equipment, including rails, inductors, hoist way door hangers and tracks, relating devices, switches, buffers, car tops and pit areas.
- n. Steel parts cabinets will be maintained in the machine room areas to provide for the orderly storage of replacement components.
- o. Test the car and counterweight safeties, governors, buffers, and all other safety devices. The car balance will be checked and the governor set. If required, the governor will be re-calibrated and sealed for proper tripping speed.
- p. All tests performed on the elevator equipment described herein will be in accordance with the most recent ANSI/ASME A17 Code requirements. Written reports of all tests are to be made available within thirty (30) days following completion and will be made available for review on request.
- q. Check the group dispatching systems and make necessary tests to ensure that all circuits and time settings are properly adjusted, and that the system performs as designed and installed on an annual basis. Biannual testing of the Fireman's Emergency Service operation will be performed to assure proper operation of the system.
- r. Contractor will provide to the State or County license authority any and all information necessary in order to maintain the elevator license.

**E. Complete Maintenance**

Selected Contractor shall regularly and systematically examine, clean, lubricate and adjust the vertical transportation equipment. The contractor will provide both scheduled and on-call (emergency) service, and as conditions warrant, repair or replace all portions of the vertical transportation equipment included under this contract with the exception of the items listed in paragraph II (F) below.

In performing the work, the Contractor shall provide only genuine parts used by the manufacturers of the equipment for replacement or repair and shall use only those lubricants obtained from and/or recommended by the manufacturer of the equipment. Parts that are no longer available may be replaced with mechanical or electrical equipment of like kind, subject to notification to the City. However, the replacement part will not be considered an upgrade and is to be covered under the terms of this contract as the Contractor's responsibility to replace.

**F. City Responsibilities / Specific Exclusions**

The City of Durango shall be responsible for the following items, which are specifically excluded from the Contractor Scope of Services:

1. Repairs required because of negligence, accident, or misuse of the equipment by anyone other than the contractor, his employees, sub-contractors, servants or agents, or other causes beyond the Contractor's control except ordinary wear.
2. Repair or replacement of building items, such as hoist way or machine room walls and floors, car enclosures, car finish floor material, hoist way entrance frames, doors and sills, telephone equipment and signal fixture faceplates.
3. Mainline and auxiliary disconnect switches, fuses, and feeders to control panels.
4. Lamps for car and machine room illumination.
5. Telescopic hydraulic lifting rams
6. Upgraded equipment installed at the request of the City to enhance performance.

**G. Non-Contract Services**

The City will pay for non-contract work such as adding new items to an existing elevator or other charges as may be necessary based on time and materials rates provided by the bidder on the Bid Proposal Pages. The City may also pay for the end of life cycle replacement of major items. **The determination as to whether an item is outside of the contract or has exceeded its lifecycle is the sole discretion of the Facilities Manager or his designee.**

**H. Microprocessors and Reprogramming**

1. The Contractor shall be required to have full capabilities to reprogram or change the program of the elevator microprocessor.
2. The Contractor's service technicians shall carry diagnostic equipment to analyze programming and microprocessor functions and malfunctions.
3. All diagnostic equipment, microprocessor printed circuit boards, solid-state circuitry parts and reprogramming capabilities shall be of the original manufacturer's parts only.

**I. Hours of Service**



1. The Contractor shall perform all work, except emergency service, during regular working hours and the regular working days of the elevator trade.
2. The Contractor shall provide a flat rate for Emergency Call-Out or Call-Back Service. Emergency call-back, at any time of day, should be responded to within three (3) to four (4) hours.
3. Should the City request examination, cleaning, lubrication, adjustments, repairs, or replacements of elevator equipment be performed during other than regular working hours of the elevator trade, the Contractor shall charge at the stated Emergency Call-Out / Call-Back rate.

**J. Performance Requirements**

The Contractor will maintain the following minimum performance standards. In accomplishing these standards, the Contractor shall maintain a comfortable elevator ride with smooth acceleration, retardation, and a soft stop. Door operation shall be quiet and positive with smooth checking at the extremes of travel.

1. Speed: +/- 5% under any loading condition
2. Capacity: Safely lower, stop and hold up to 125% of rated load.
3. Leveling: +/- 3/8" under any loading condition.
4. Doors: Closing time, thrust and kinetic energy shall comply with ANSI.
5. Floor to Floor Performance Time: Floor to floor performance time (from time door starts closing at one floor to fully opened and level on the next successive typical floor, regardless of loading conditions or direction of travel).

**K. General Conditions of Service – All Units**

1. The City shall provide the Contractor with full and free access to the equipment to render service thereon.
2. Contractor shall always maintain the original contract speed in feet per minute. Perform all adjustments required to maintain the proper door opening and closing time, within limits of applicable codes. Check the operating system for each unit or group of units continuously and make necessary tests and corrections to ensure all circuits are correct and time settings are properly adjusted.

3. Contractor shall conduct periodic evaluations of equipment performance, including car speed, door operations, riding quality and car leveling. Following such evaluation, the Contractor shall perform adjustments, repairs and replacements required to maintain manufacturer's operating performance. A copy of evaluations will be left with designated city personnel and reviewed on request.
4. The Contractor shall be required to make all tests specified by governing code and ordinances, but shall not be required to install new devices on the equipment, which may be recommended or directed by insurance companies, federal, state, municipal, or other authorities, to make changes or modifications in design, to make any replacements with parts of a different design, to make any replacements with parts of a different design, or to perform cleaning of cab interior and exposed sills.

## **V. SCOPE OF WORK (Annual Inspections)**

### **A. General**

Selected Contractor shall conduct an annual State safety inspection to be performed on all elevators under contract as per ASCE 21, ASME A17.1, ASME A17.3, and ASME A18.1, latest editions. Upon completion, selected Contractor shall furnish a written report to the City.

### **B. Locations to be included in this contract:**

1. Durango-La Plata County Airport, 1000 Airport Road, Durango CO 81303.  
One (1) Dover Elevator (hydraulic), S/N #E93465
2. Durango Public Library, 1900 East 3<sup>rd</sup> St, Durango CO 81301  
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6. Santa Rita Water Reclamation Facility Admin Building, 105 S. Camino Del Rio, Durango CO 81303

One (1) TBD, in construction phase.

**C. Contractor Responsibilities**

1. The scheduling, frequency and performance of the maintenance service procedures specified shall be carried out in accordance with established industry procedures.
2. Contractor shall furnish a qualified elevator inspector on the jobsite for performance of examinations.
3. Contractor shall maintain a log, at a designated location in each facility, indicating inspector's arrival time, departure time, and services performed during each visit. Copies of inspector's time tickets, verifying time spent each visit, shall be included with invoice/statement.
4. All items listed below in paragraph D below shall be accomplished under the scope of this contract.

**D. Extent of Coverage**

Contractor shall perform an annual inspection as required by Section 9-5.5-114 of the Conveyance Regulations from the Colorado Division of Oil and Public Safety. The inspection shall be performed as per ASCE 21, ASME A17.1, ASME A17.3, and ASME A18.1, latest editions. Upon completion, selected Contractor shall furnish a written report to the City.

**E. Hours of Service**

The Contractor shall perform all work during regular working hours and the regular working days of the elevator trade.

**F. General Conditions of Service – All Units**

The City shall provide the Contractor with full and free access to the equipment to render service thereon.

**VI. GENERAL REQUIREMENTS (both contracts)**

**A. Compliance to Laws**

1. In the performance of this contract, the Selected Contractors shall abide by all existing laws, codes, rules, and regulations set forth by the appropriate authorities in the location where the work is to be performed.
2. Contractor shall make periodic tests and maintenance inspections of all elevator equipment as required by current applicable safety codes for elevators, dumbwaiters, escalators and moving walks. Written reports of said tests shall be submitted to designated City personnel and, in the case of running safety test, notification shall be given so that a representative of the City may witness the test.
3. Contractor shall not be required under this Agreement to install new attachment as may be recommended or directed by insurance companies, federal, state, municipal or governmental authorities, subsequent to the date of contract, unless compensated for such installation

**B. Contractor's Personnel**

1. The Contractor shall provide the City with background information for all personnel assigned to the contract. All requested information and past work experience shall be provided to the City for review and acceptance prior to assignment of personnel.
2. Contractor's employees are to present a professional appearance. They shall be neat, clean, well groomed, courteous, properly uniformed and conduct themselves in a respectable manner while performing their duties on City property.
3. Employees shall wear an appropriate uniform as well as a nametag specifying the name of the employee and the Contractor's company name.
4. The Contractor shall provide the City with a listing of all personnel assigned to the contract. In addition, the Contractor shall provide a listing of names, emergency telephone numbers and cell number of supervisory personnel assigned to the contract. It will be the Contractor's responsibility to keep this list up to date.
5. Any personnel assigned to work on this contract should be reasonably able to converse in the English language to understand any issues with a particular elevator.

**C. Damage to Public or Private Property**

Extreme care shall be taken to safeguard all existing facilities, site amenities and vehicles on or around the job site. Damage to public and/or private property shall

be the responsibility of the Contractor and shall be repaired and/or replaced immediately at no additional cost to the City.

#### **D. Ownership**

Any counters, meters, tools, or remote monitoring devices installed at City facilities by the Successful Contractor shall remain the property of the Contractor. At termination of Contract, the Contractor shall be granted access to disconnect and remove such equipment, at Contractor's expense.

Elevators, lifts, dumbwaiters, other units, and related equipment installed in City facilities shall remain the sole property of the City of Durango.

### **VII. ILLEGAL ALIEN CERTIFICATION**

**Note: The following policy and procedures apply to the Selected Contractor, only. Per State Statute, all City of Durango contracts for services are now required to include certification that the contractor does not knowingly contract with illegal aliens.**

HB 1343 requires certification from the contractor that the contractor has registered with, or certified that they are in compliance with, the E-Verify Program, formerly known as the Basic Pilot Program. While this program is not new, it is unknown to most people doing business with municipalities in the State of Colorado. The E-Verify Program is a free program run by the Federal Government within the Department of Homeland Security. The program requires an employer to apply for entry into the program and make certain agreements with the Department of Homeland Security and Social Security programs.

**An employer must apply to participate in the E-Verify Program over the internet. Following is the website: <https://www.vis-dhs.com/employerregistration> A set of instructions will appear and the applicant should follow those instructions to apply.**

Therefore, effective immediately, every Successful Contractor shall be required to:

- 1) Fill out the Certification Statement Regarding Illegal Aliens form and return it to the City of Durango Purchasing Agent, and
- 2) Apply to participate in the E-Verify Program with the Division of Homeland Security.

The City will not make payments on any contract until the attached form is on file in the office of the Grants/Contracts Division.

### **VIII. INSURANCE**

#### **LIABILITY INSURANCE COVERAGE**

A. The Successful Contractor shall not commence work under this Agreement until it has obtained all insurance required by the contract documents and such insurance has been approved by the City. The Contractor shall not allow any subcontractor to commence work on this project until all similar insurance required of the subcontractor has been obtained and approved. For the duration of this Agreement, the Contractor must maintain the insurance coverage required in this section.

B. The Successful Contractor shall procure and maintain, at its own cost, the following policy, or policies of insurance. The Contractor shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to the contract documents by reason of its failure to procure or maintain insurance or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

C. Successful Contractor shall procure and maintain and shall cause each Subcontractor of the Contractor to procure and maintain (or shall insure the activity of Contractor's Subcontractors in Contractor's own policy with respect to), the minimum insurance coverages listed below. Such coverages shall be procured and maintained with forms and insurers acceptable to the City. All coverages shall be continuously maintained from the date of commencement of the Work. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

D. Worker's Compensation insurance to cover obligations imposed by the Workers' Compensation Act of Colorado and any other applicable laws for any employee engaged in the performance of Work under this contract, and Employers' Liability insurance with minimum limits of Five Hundred Thousand Dollars (\$500,000) each accident, Five Hundred Thousand Dollars (\$500,000) disease – policy limit, and Five Hundred Thousand Dollars (\$500,000) disease – each employee.

E. Comprehensive General Liability insurance with minimum single limits of One Million Dollars (\$1,000,000) each occurrence and Two Million Dollars (\$2,000,000) aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy shall include coverage for explosion, collapse, and underground hazards. The policy shall contain a severability of interest's provision.

F. Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than One Million Dollars (\$1,000,000) each occurrence and Two Million Dollars (\$2,000,000) aggregate with respect to each of Contractor's owned, hired and/or non-owned vehicles assigned to or used in performance of the services. The policy shall contain a severability of interest's provision.

G The policies required above, except for the Workers' Compensation insurance and Employer's Liability insurance, shall be endorsed to include the City, and its officers and employees, as additional insured. Every policy required above shall be primary insurance, and any insurance carried by the City, its officers, or its employees, shall be excess and not contributory insurance to that provided by Contractor. The additional insured endorsement for the Comprehensive General Liability insurance required above shall not contain any exclusion for bodily injury or property damage arising from completed operations. The Contractor shall be solely responsible for any deductible losses under each of the policies required above.

H. Certificates of insurance shall be completed by the Contractor's insurance agent as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect, and copies of such certificates shall be forwarded to the City prior to start of Work. Each certificate shall identify the Project and shall provide that the coverages afforded under the policies shall not be cancelled, terminated or materially changed until at least 30 days prior written notice has been given to the City. If the words "endeavor to" appear in the portion of the certificate addressing cancellation, those words shall be stricken from the certificate by the agent(s) completing the certificate. The City reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

I. Failure on the part of the Contractor to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach of contract upon which the City may immediately terminate the contract, or at its discretion may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the City shall be repaid by the Contractor to the City upon demand, or the City may offset the cost of the premiums against any monies due to Contractor from the Owner.

Prior to start of work, Certificates of Insurance shall be furnished to the Grants/Contracts Division as evidence of the existence of such insurance. Certificates shall contain provision for a thirty (30) day prior written notice of cancellation or material change and directed to the Grants/Contracts Division, City of Durango 949 E. 2<sup>nd</sup> Avenue, Durango, CO 81301.

## **IX. REQUIREMENTS AND GENERAL INFORMATION**

- A. The City of Durango is exempt from all local, state, and federal taxes.
- B. The selected consultant must have or obtain a current City Business License prior to initiating work on this project.
- C. The selected consultant must complete a W-9 form (Taxpayer Identification No.).

- D. **The City of Durango reserves the right to reject any and all proposals, to waive any informalities or minor irregularities in proposals, and to accept the proposal deemed, in the opinion of the City, to be in the best interest of the City.**

#### **X. BIDDER QUALIFICATIONS / AWARD CRITERIA**

In evaluating each bidder, consideration shall be made utilizing the following criteria.

Deficiency in any of the areas listed below may be adequate cause for bid rejection.

- A. The ability, capacity, and skill of the bidder to perform the contract or provide the service required.
- B. The quality of performance of previous contracts or services, either with the City or with other customers.
- C. The cost of the service to the City of Durango

#### **XI. BID SUBMITTAL**

- Submit Bids electronically via [www.bidnetdirect.com/colorado](http://www.bidnetdirect.com/colorado) prior to deadline. Please submit all your required documents in a **single pdf file** in the bidder's company name. Bids shall be completed on the form furnished and any exceptions to the specifications must be attached hereto and made a part of the contract. Retain one copy for your records. Submit bids and questions electronically at: [www.bidnetdirect.com/colorado](http://www.bidnetdirect.com/colorado)
- Include the items listed in Section X (A) (above) with Bid Sheet.
- Successful Contractor must obtain a City Business License prior to the start of the contract.
- Successful Contractor must complete a W-9 form (Taxpayer Identification No.) prior to the start of the contract.
- The City of Durango is exempt from all local, state and federal taxes.
- The City of Durango reserves the right to reject any and all bids.



**City of Durango**  
**Grants/Contracts Division**  
**949 E. 2<sup>nd</sup> Ave.**  
**Durango CO 81301**  
**970.375.4994**

**Bid Sheet – Elevator Service/Maintenance and Annual Inspection**  
**Opening, 3:00 p.m., October 22, 2020**

Location	Estimated Trips Per Day	Monthly Cost for Service/Maintenance as per specifications	Annual Quarterly Inspections as per specifications	Annual Inspection, as per specifications
Durango-La Plata County Airport	40	\$	\$	\$
Durango Public Library	100	\$	\$	\$
Carnegie Building	2	\$	\$	\$
Community Recreation Center	40	\$	\$	\$
Transit Center	6	\$	\$	\$
SRWRF Admin Building	10	\$	\$	\$
		<b>Cost Per Hour</b>		
Cost per Hour for Emergency Service Call-Out or Call-Back (outside of regular working hours) Note: A maximum of one (1) hour of travel time may be billed at the emergency rate for Call-Out or Call-Back Service.		\$		

**NOTE: It is the intent of the City to award two contracts; one contract for annual maintenance and emergency service, and a second contract for annual inspections. Per State requirements, the award for Annual Inspections must be made to a third-party, other than the Service Maintenance Contractor. Contractors may bid on both contracts, or only one contract, however no more than one contract will be awarded to a selected vendor. The decision for awards shall be at the sole discretion of the City.**

1. Number of years' experience the bidder has had in providing similar services. \_\_\_\_\_ Years
2. What is your percentage mark-up for parts? \_\_\_\_\_%
3. Will you subcontract any part of this work? If so, list the portions or specialties of the work that you will and identify the Contractor:

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

**Bid Sheet – Elevator Maintenance**  
**Page 2**

4. Please specify your anticipated emergency service response time: \_\_\_\_\_ Hours

5. Indicate regular work hours/days:  
\_\_\_\_\_

6. Provide three (3) references for whom you have provided similar services:

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

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

Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

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

Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

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

Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

7. On a separate sheet, indicate any applicable licenses or certifications (including employee name, certifying agency, number, and expiration date).

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

**CONTACT** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**TELEPHONE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**EMAIL** \_\_\_\_\_