

Alabama State Port Authority
Elevator Maintenance / Inspection Services Contract Bid

Addendum #1 – February 26, 2018

- I. Please be advised that the following bid specification sections are hereby struck in its entirety and replaced with the following amended specifications:

PROJECT DESCRIPTION & WORK TO BE PERFORMED:

The ASPA is seeking elevator maintenance/inspection for specific facilities. The scope of services for this project will include, but not be limited to furnishing all supplies, parts, components, materials, maintenance service vehicles, labor, labor supervision, tools, test equipment, special equipment and lubricants necessary to provide full preventive maintenance, adjustment, replacement and repair services for the complete vertical transportation systems at the ASPA facilities listed in this bid. Any part, component, apparatus, etc., needing to be replaced and exceeding \$2,500.00 (USD) but less than \$5,000.00 (USD) in value, shall have a separate quotation prepared for ASPA authorization. Any part, component, apparatus, etc., exceeding \$5,000.00 (USD) in value shall not be subject to this contract and may be placed out for competitive bid at the ASPA sole discretion. The successful bidder must have a working knowledge of the maintenance of elevators and other related work areas. The successful bidder must demonstrate in the bid submittal evidence of a qualified and experienced staff. Bidder shall submit a list of equipment necessary to perform the job.

MONTHLY SERVICE:

The Contractor shall have at least one competent technician report monthly to the custodian in charge, and said technician shall test elevators and proceed at once to make all repairs and adjustments required to keep the elevator equipment in safe and first class operating condition. This work shall also include regular and systematic inspection on all elevator equipment and adjustment or replacement of all work or deteriorated parts, furnishing of all apparatuses for testing. If test results show any major parts needing to be replaced or repaired, a separate quotation will be prepared for ASPA authorization. Major parts are hereby defined as any part, component, apparatus, etc. exceeding \$2,500.00 (USD) but less than \$5,000.00 in value. Technicians shall log in and out each time they are in a building. Upon completion of each maintenance service, a copy of the service report for each unit must be given/emailed to Joy Lang (jlang@asdd.com). In addition, if any further work is required, Joy Lang must be notified before said work is to begin.

EMERGENCY CALL BACK SERVICE:

A. During Regular Working Hours: The Contractor shall, without additional charge to the ASPA, provide emergency call back service during the regular working hours. The Contractor shall respond to a call back within a maximum of 30 minutes from the time the request for service is made by the ASPA authorized personnel.

B. During Overtime Working Hours, the Contractor shall provide 24-hour emergency call back service. The Contractor shall respond to an emergency call back within a maximum of 60 minutes from the time the request for service is made by the ASPA's authorized personnel. This will be at no additional expense to the ASPA.

C. A trouble log shall be maintained by the Contractor in the machine room for each building on which the date of each call back in which the reported trouble, the problem found and the corrective action taken shall be recorded. In addition, the Contractor shall be responsible for reporting this information to the ASPA so that it may also review the operational status of its elevator trouble call control log. This trouble log will become property of the ASPA at the end of the contract period.

- II. **NORMAL WORKING HOURS** – For the purposes of this contract, **NORMAL WORKING HOURS** shall be defined as **MONDAY – FRIDAY, 7:30 AM (CST/CDT) – 4:30 PM (CST/CDT)**.