

THE CITY OF TEMPLE TERRACE, FLORIDA
NOTICE TO BIDDERS
BID NUMBER 12-003
CITY HALL
ELEVATOR UPDATE

Sealed bids for Bid Number 12-003 CITY HALL ELEVATOR UPDATE will be received by the City of Temple Terrace until 3:00 P.M. EST, FRIDAY DECEMBER 2nd, at the City Clerk's Office, 11250 North 56th Street, Temple Terrace Florida, 33617. No bids will be received after said hour. The bid opening will take place in the CITY HALL COUNCIL CHAMBERS IMMEDIATELY THEREAFTER.

Copies of the bid documents, and information may be obtained by contacting Ray LeBlanc, at (813) 506-6570 or by downloading the information from the City's website: www.templeterrace.com. If required, clarification of the Specifications and Conditions may be obtained by contacting Ray LeBlanc at (813) 506-6570. If a pre-bid site inspection is desired please contact Ray LeBlanc as well.

All bids are to be addressed to The City of Temple Terrace, City Clerk's Office - 11250 North 56th Street, Temple Terrace Florida, 33617. All bids must be in a sealed envelope which is clearly marked: **"BID #12-003: CITY OF TEMPLE TERRACE - CITY HALL ELEVATOR UPDATE, 3:00 P.M. EST, FRIDAY, DECEMBER 2nd, 2011."**

The City of Temple Terrace reserves the right to waive any defects and informality in the bidding, or in any bid to reject any or all bids for any reason whatsoever and to accept that bid deemed to be in the best interest of the city.

CITY OF TEMPLE TERRACE, FLORIDA
GENERAL CONDITIONS
BID NUMBER 12-003
CITY HALL BUILDING
ELEVATOR UPDATE

1. RECEIPT OF PROPOSALS

Proposals shall be received at the City Clerk's Office, City Hall, 11250 North 56th Street, Temple Terrace, Florida 33617 until the time and date as shown in the Invitation to Bid.

2. PREPARATION OF PROPOSALS

The proposal forms shall be furnished by the City of Temple Terrace with all specifications, and the bidder is required to use the form and submit the proposal intact to the City Clerk's Office. All blank spaces must be filled in as noted in ink. No changes shall be made in the forms. The bidder shall sign his proposal in the blank spaces provided for this purpose. If the proposal is made by a partnership or corporation, the name and address of the partnership or corporation shall be indicated together with the names and addresses of the partners or officers. If the

proposal is made by a partnership, it must be acknowledged by one of the partners; if it is made by a corporation, by one of the officers.

3. SUBMISSION OF PROPOSALS

Each proposal submitted must be enclosed in a sealed envelope which is clearly marked with the contract to which it refers. Bidders must submit two copies. This envelope shall then be placed in an outer envelope which shall be securely sealed and addressed to the City Clerk's Office, 11250 North 56th Street, Temple Terrace, Florida 33617. It shall bear the name and address of the bidder and the designation of the contract to which the proposal refers.

4. METHOD OF AWARD

A Purchase Order (Award) will be issued as promptly as possible after December 2nd, 2011.

5. EXEMPTION FROM TAX

Purchases made directly by the City of Temple Terrace are exempt from payment of Federal Taxes and Florida Sales and Uses Taxes. Such taxes must not be assessed against the City of Temple Terrace for all items or materials purchased directly by the City.

6. NOTICE OF AWARD

Acceptance of Bid will be by Purchase Order, in writing, signed by an officer of the City and mailed to the address designated in the Proposal. After receipt of the Purchase Order, the Contractor will forward a formal acknowledgement to the Purchasing Office of the Finance Department.

7. OBLIGATION OF THE BIDDER

At the time of the opening of Bids, each Bidder will be presumed to have bid to the Specifications, and to have read and to be thoroughly familiar with the Specifications and Conditions and no allowance will be made for failure to have done so. Requests for interpretation or clarification of the specifications must be made no later than five (5) days prior to time of bid opening.

8. PAYMENT

Payment shall be made after completion of the required, accepted work, within thirty (30) days when an invoice is rendered by the Vendor for the amount due.

9. INSURANCE

A. LIABILITY INSURANCE

Contractor shall, at its own cost and expense, procure and maintain Comprehensive General Liability Insurance, Comprehensive Auto Liability Insurance, and Comprehensive Catastrophe Liability Insurance, as well as Worker's Compensation Insurance as required by the appropriate Workers' Compensation Law or Act. All insurance shall be carried with insurers authorized to do business in the State of Florida. Evidence of insurance, with adequate limits of liability, shall be furnished to all parties to the contract. Such evidence shall be in the form of a formal certificate of insurance properly executed by a licensed representative of the participating insurers and must

contain a clause granting at least thirty (30) days prior written notice to the certificate holder of intent to affect cancellation, non-renewal, or other material change which may have an adverse effect on the policies of insurance referred to in the certificate. The interests of the certificate holder must be added to the aforementioned liability policies of insurance as an additional insured.

MINIMUM COVERAGES AND LIMITS OF LIABILITY REQUIRED:

COMPREHENSIVE GENERAL AND AUTO LIABILITY INSURANCE

Combined single limit of liability with respect to bodily injury, personal injury and property damage liability as follows:

COMPREHENSIVE GENERAL LIABILITY: \$1,000,000 per occurrence/aggregate.

COMPREHENSIVE AUTOMOBILE LIABILITY: \$1,000,000 per occurrence.

COMPREHENSIVE CATASTROPHE LIABILITY (UMBRELLA): \$2,000,000 per occurrence/aggregate.

The above minimum limits of liability shall apply to all premises (operations, elevators, and independent contractors), products (completed operations, contractual liability, broad form property damage, XCU coverage extension, and employee as additional insureds), automobiles (owned and non-owned, including hired automobiles), and other coverages which may be required to satisfy the parties to the contract. In every instance, coverage must apply both on and away from the premises referred to in the contract, and apply to all operations related thereto.

B. WORKMEN'S COMPENSATION INSURANCE

The policy shall be written in accordance with the statutory provisions of the state of Florida and shall include a broad form "ALL STATES" endorsement in the event the operations require any interstate involvement as respects employers-employee relationship. Full compliance with United States Longshoremen's and Harbor worker's Act must be observed where applicable.

Additional Requirement:

Contractor must require that all sub-contractors, agents, and assigns procure and maintain insurance protection comparable to that required of the contractor. Contractor shall not commence work under the contract until all insurance required has been procured and approved by the City Attorney or his /her designated agent: nor shall the contractor allow any of its subcontractors to commence work until comparable insurance has been procured and approved by the City Attorney or his/her designated agent. All insurance shall be carried with insurers authorized by the Department of Insurance to transact business in the state of Florida, and evidence of insurance must be furnished all parties to the contract. All insurance shall be written by companies of recognized financial standing, Best's insurance rating of "A" or better.

C. PROPERTY INSURANCE

Contractor shall, at its own cost and expense, assume all responsibility for equipment and other property to be installed until such equipment or other property is approved, satisfactorily installed, and accepted by owner. Contractor will also assume full responsibility for his and his employees' own tools and equipment as well as for those tools and equipment of his subcontractors and their employees. Contractor shall purchase and maintain, in an insurer authorized to transact business in the state of Florida and of recognized financial standing, Best's insurance rating of "A" or better, Builders Risk Property Insurance to include the interests of the owner, contractor, subcontractors, and sub subcontractors in the work, in an amount representing the completed value (non reporting form) of the project and all materials, equipment and supplies which are intended to become a permanent part of the project including subsequent modifications thereto, on a replacement cost basis.

10. ACCEPTANCE WAIVER

The City of Temple Terrace reserves the right to waive any defects and informality in the bidding or in any bid, to reject any or all bids for any reason whatsoever and to accept that bid deemed to be in the best interest of the City of Temple Terrace.

11. QUALIFICATIONS OF THE BIDDER

The City may make such investigations as it deems necessary to determine the ability of the bidder to perform the work and the bidder shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any proposal if the evidence submitted by or investigation of such bidder fails to satisfy the City that such bidder is properly qualified to carry out the obligations of the Contract and to complete the work contemplated therein, or has previously failed to properly perform or complete on time under any contract.

CITY OF TEMPLE TERRACE, FLORIDA
CITY HALL
ELEVATOR UPDATE
SPECIFICATIONS
BID 12-003
SCOPE OF PROJECT AND REQUIREMENTS

- 1) **Furnish and install new simplex non-proprietary three (3) stop micro processor controller**, this controller will comply with all updated ASME, ANSI, ADA and Fire Safety Regulations.
- 2) **Furnish and install new IP8300 landing and leveling systems** gives the elevator more precise measurement of stopping and slowing distances for each floor to prevent excess difference between the building floor and elevator floor also provides **UETS & DETS** over speeding protection at the terminal floors. Making it safer to enter the elevator without slipping or tripping.
- 3) **Furnish and install new hoist way wiring and traveling cable.**
- 4) **Furnish and install new GAL MOVFR door operator**, provide new and more efficient door equipment to improve the door functions and increase the life of the elevator doors.
- 5) **Furnish and install new jamb Braille at each floor**, allowing anyone with the loss of sight to have instruction and knowledge of the basic elevator functions.
- 6) **Furnish and install new car station with the following:** Floor buttons, car position indicator, emergency light, door open/close buttons, Braille, keyed emergency stop switch, lockable fireman's return cabinet, and hands-free telephone. The elevator will be supplied with all new lighted buttons in the cab and the current panel will be replaced with the additional key switches and buttons required by code. The hands-free telephone will allow a person to press just one button in order to contact help in the event of an emergency. The hands-free phone will also have the ability to communicate through a speaker phone improving the time and ability to communicate with someone.
- 7) **Furnish and install new**, key lockout switches for the second and third floor car calls. These keys will be special and only fitted for the building of the City of Temple Terrace. They will lock out the car calls for those designated floors after hours or whenever needed.
- 8) **Furnish and install car riding lantern with audible signals**, these signals allow someone to know whether or not the elevator is traveling up or down as it comes to a stop.
- 9) **Furnish and install a digital hall position indicators at first floor**, this indicator will show what floor the elevator is currently on and where it is as it travels up and down.
- 10) **Furnish and install hall push button stations at each floor**, new lighted push buttons to call the elevator to the floor the passenger is on, control the phase I fire recall on 1st floor and provide authorized personnel access to the elevator hoist-way at terminal floors. The new hall fixture will meet ASME & ADA code requirements.
- 11) **Furnish and install new Prox-edge**, this is a door re-open device that connects right into the GAL MOVFR door operator, with a lighted curtain that detects movements entering or exiting the elevator so the doors will open and will not close or shut on anyone on enter or exit. This helps prevent any injuries entering and exiting the elevator, along with improve the long term operation of the elevator.
- 12) **Permit.** The contractor shall be responsible for acquiring all applicable local, state, and federal permits to perform the work. All costs associated with acquiring said permits are to be included in the contractor's total bid price. No additional compensation will be made for acquiring said permits.

All Work performed must meet or exceed National Electric Code Standards, 2008 edition.

IMPORTANT NOTE: The Bid price as stated here is firm from the bid date until delivery has been made and the service has been accepted by the City of Temple Terrace. The Bidder hereby agrees to commence work under this contract within 60 calendar days of receipt of a purchase order and substantially complete said work within 60 days of receipt of the purchase order. If the work is not substantially completed on time, liquidated damages in the amount of \$50 per day will be assessed beginning the 61st day of receipt of the purchase order and will be assessed daily until substantial completion of the work is achieved.

COMPANY: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

PHONE: FAX: _____

E-MAIL ADDRESS: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____ DATE: _____

BID RESPONSE

CITY HALL ELEVATOR UPDATE

TOTAL PROJECT COST: \$ _____

The City of Temple Terrace reserves the right to waive any defects and informality in the bidding or in the bid, to reject any or all bids for any reason whatsoever and to accept that bid deemed to be in the best interest of the City of Temple Terrace.