

Washington County Government

Request for Bid

ELEVATOR MODERNIZATION

**Date of Issue: February 24, 2025**

**Bidding Ends: March 28, 2025, by: 3:00pm EST**

Direct all inquiries concerning this RFB to:

Laurie Zoll – Grants and Procurement Manager

Washington County, P.O. Box 1007, 120 Adams Street, Plymouth NC 27962

Phone: 252-793-3523 ext. 5

GPMANAGER@WASHCONC.ORG

***Mailed*** responses ONLY will be accepted for this solicitation

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**1.0 EXECUTION**

In compliance with this Request for Proposals (RFB) and subject to all the conditions herein, the undersigned Contractor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item, within the time specified in this RFB.

By executing this proposal, the undersigned contractor understands that false certification is a Class I felony and certifies that:

This proposal is submitted competitively and without collusion. None of its officers, directors, or owners of an unincorporated business entity have been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2); and

It is not an ineligible contractor as set forth in G.S. 143-59.1.

Furthermore, by executing this proposal, the undersigned certifies, to the best of the Vendor’s knowledge and belief, that:

It and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal or State department or agency.

As required by G.S. 143-48.5, the undersigned contractor certifies that it, and each of its subcontractors for any contract awarded as a result of this RFB, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

As required by Executive Order 24 (2017), the undersigned contractor certifies it will comply with all Federal and State requirements concerning fair employment and affirms that it does not and will not discriminate, harass, or retaliate against any employee in connection with the performance of any contract arising from this solicitation.

G.S. 133-32 and Executive Order 24 (2009) prohibit the offer or acceptance of any gift from any State employee associated with the preparation of plans, specifications, or estimates for public contracts; the awarding or administration of public contracts; or the inspection or supervision of the delivery to a public contract. By executing this response to the RFB, the undersigned certifies, for the Vendor’s entire organization and its employees or agents, that the contractor is not aware that any such gift has been offered, accepted, or promised by any employees of its organization. By executing this proposal, the contractor certifies that it has read and agreed to the Instructions to Vendors and the North Carolina General Terms and Conditions incorporated herein. These documents can be accessed from the Attachments page within this document.

**2.0 PURPOSE AND BACKGROUND**

Washington County is soliciting bids from a qualified general contractor for the modernization of an existing passenger traction elevator. The scope of work includes updating the elevator to meet all relevant specifications, building codes, and to ensure full compliance with applicable ADA standards. The successful contractor will be responsible for delivering a complete, turnkey elevator modernization solution. This procurement will follow a competitive, formal bidding process, in accordance with established procurement procedures.

**3.0 GENERAL INFORMATION**

**REQUEST FOR PROPOSAL DOCUMENT**

Vendors must comply with all requirements, specifications, terms, and conditions in this RFB. Failure to provide *all* required documents or incomplete submissions may result in rejection at Washington County’s discretion.

**PROJECT TERM**

Target start date: 05/01/2025

Target completion date: 05/01/2026

**RFB SCHEDULE**

This RFB consists of the base RFB document, any attachments, and any addenda released before the Contract award, which are incorporated herein by reference. The table below shows the *intended*schedule for this RFB. The County will make every effort to adhere to this schedule.

|  |  |  |  |
| --- | --- | --- | --- |
|  Event  | Responsibility |  Date  |  Time  |
| Issue RFB | County | 02/24/2025 |  |
| Mandatory Site Visit | County | 03/07/2025 | 11:00AM |
| Submit written question | Vendor | 03/14/2025 |  |
| Provide written responses to questions | County | 03/21/2025 |  |
| Submit Proposals | Vendor | 03/28/2025 | by 3:00 PM |
| Public Bid Opening  | County  | 03/28/2025 | 3:00 pm  |

**PROPOSAL QUESTIONS/ANSWERS**

Upon review of the RFB documents, Vendors may have questions to clarify or interpret the RFB to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the above due date.

* Written questions shall be emailed to GPMANAGER@WASHCONC.ORG by the date and time specified above. Vendors should enter “RFB” Elevator Modernization Questions as the subject for the email. Questions submittals should include a reference to the applicable RFB section

Questions received prior to the submission deadline date, the County’s response, and any additional terms deemed necessary by the County will be posted in the form of an addendum. No information, instruction or advice provided orally or informally by any Washington County personnel.

**NC VP PORTAL VENDOR REGISTRATION**

All prospective bidders must be registered in the North Carolina Electronic Vendor Portal (NC EVP) before submitting a bid.

**Registration Instructions:**

1. Visit the **NC EVP Portal**: https://vendor.ncgov.com
2. Click on **"Register"** and follow the instructions to create an account.
3. Complete all required fields and submit your registration.
4. Ensure that your registration is active and approved before the bid submission deadline.

Vendors who require assistance with registration should contact NC EVP Support at (888) 211-7440 (Option 2) or vendor@nc.gov.

**MANDATORY SITE VISIT AND INSPECTION OF EXISTING EQUIPMENT**

Attendance at the mandatory pre-proposal site visit is required for all contractor representatives. Attendees will arrive at the anticipated date and time of the RFB Schedule. Vendors must sign in upon arrival, clearly noting the contractor they represent. Late arrivals will not be allowed to sign in, participate, or have their proposals considered. The site visit allows contractors to familiarize themselves with conditions and requirements affecting the work. *Contractors must stay for the entire visit*, as no allowances will be made for unreported condition

|  |  |
| --- | --- |
|  **Site Visit Details**  |  |
|  Meeting Location  |  120 Adams St Plymouth NC 27962  Green Generator located at Courthouse parking lot  |
|  Contact  |  Ricky Young 252-217-5228  |

**HOW TO SUBMIT BID PROPOSALS**

Proposals must be received, sealed *and in writing* by the date on time of RFB schedule. Late bids will not be opened or considered and will be automatically disqualified. The contractor is fully responsible for any submission delays. It is the Vendor’s responsibility to ensure prompt delivery per the RFB instructions. Proposals received after the deadline will be rejected.

|  |
| --- |
| **All *Sealed* Bids can be delivered to the below:**  |
| Washington County: RFB for Elevator Modernization Attention; Laurie Zoll P.O. Box 1007, 120 Adams Street, Plymouth NC 27962  |
|  |

If submitting multiple proposals, each must be in a separate sealed envelope, clearly marked accordingly. For delivery, multiple sealed envelopes from a single contractor. May be placed in the same outer package.

**BID OPENING**

Bids will be opened publicly at the *anticipated* time, date, and location indicated on the RFB schedule. All interested parties are invited to attend the opening. Bid opening will be held at the *Washington County Commissioners room located at 116 Adams St. Plymouth Nc 27962*

* No Late Submissions: All bids must be submitted prior to the official bid opening. Late submissions will not be accepted and will be returned unopened.
* Washington County will only open bids if at least three bids are received. All three bids must be submitted on time and include the required bid bond, as outlined in the bid documents. If three bids are not received the County is required to re-advertise.

**PROPOSAL CONTENTS**

* Company Information Page: Include the Company name, address, phone number, signed by an authorized representative. Overview of the company, including years in business,
* Customer Reference Form: Provide references as outlined in the RFB for similar projects.
* Prior Work Experience
* Vendors must demonstrate experience working with public or private sector clients of similar or greater size and complexity.
* Contractors must have at least three years of experience with trained supervisory and installation personnel for the specified work.
* Contractors must demonstrate experience in installing and maintaining similar elevators with satisfactory service.
* Must have been in successful operation for at least 10 years.
* Qualified personnel must be available to perform the work.
* Provide five references for similar installations using the proposed control system and machine.
* Submit at least five (5) references using the Customer Reference Template form, for services of comparable size and scope to those in this RFB.
* The County reserves the right to contact these references to verify service quality and assess contractor performance, which may be considered in the proposal’s evaluation.
* Project Approach: Detailed plan for the below scope
* Timeline
* Safety measures.
* Team Qualifications
* The contractor must have the necessary personnel, organization, and facilities to meet service requirements.
* Elevator contractors/installers must specialize in designing, manufacturing, installing, and servicing elevator systems.
* Submit resumes of key personnel
* Demonstrate financial capacity (e.g., Dunn Rating).
* Proof of Insurance: Submit evidence of insurance meeting the requirements specified in the RFB.
* W 9 Form: Provide a complete W 9 form.
* References for full-service maintenance on similar solid-state-controlled elevator equipment.
* Contractors should maintain a local stock of parts for replacement or emergencies
* Any manufacturer’s product submitted must have been in satisfactory operation on at least twenty-five similar installations for at least 1.5 years
* Bid Bond: A minimum of 5% of the bid amount is required.

**4.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS**

**METHOD OF AWARD**

Washington County reserves the right to reject any and/or all submittals, and to waive defects, technicalities, and/or irregularities in any submittal. The County reserves the right to finalize a contract with one or more firms based on all factors involved in the written qualification submission without further discussion or interviews.

Proposals will generally be evaluated according to completeness, content, and experience with similar projects, ability of the contractor and its staff, and cost.

Vendors are cautioned that this is a request for proposal not an offer or request to contract, and the County reserves the right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the County.

**EVALUATION CRITERIA**

Following the deadline for submittals, the contract will be awarded to the lowest responsive, responsible bidder. *Governing board approval is required*, and the board may reject all bids for valid documented reasons or for no reason within their absolute discretion. The selection committee will review, analyze, and rank all submittals based on their response to the information requested. The selection process will include the following criteria in the evaluation of proposals. These criteria are not necessarily listed in order of importance.

* Proposals must be received by the specified deadline in the RFB SCHEDULE Section, unless modified by an Addendum.
* Bidder’s Qualifications and success in providing similar services.
* Bidder has addressed all the requirements for the RFB
* Reasonableness of fiscal proposal
* Adequacy of the number of positions proposed and the appropriateness of the type of positions
* Bidder proposed ideas/strategies not listed in the RFB that may enhance or improve the service delivery
* Financial solvency of the bidder
* Experience and qualifications of the personnel, including any subcontractors.
* Quality of references
* Ideas/strategies for collaboration or integration with other service areas
* Must receive a minimum of three bids to open all bids, if fewer than three bids are received, the project will be readvertised
* All proposals will be opened publicly on the date and time specified in the RFB schedule

**ACCEPTANCE OF PROPOSALS**

The successful vendor will be required to enter into a single prime construction contract substantially similar in format to an AIA 201 or NCDOA State Construction Office Standard Form for Construction Contracts

**5.0 REQUIREMENTS**

**COMPLETE BID PACKAGE**

* Vendors must meet and include *all* proposal contents as mentioned above
* Bids must be sealed
* Bids must be received on time
* All applicable forms list on page 37 (Authorized signer must sign all required documents/forms)
* Must be a General Contractor licensed in the state of North Carolina
* All pricing requirements as mentioned below
* 5% Bid Bond
* Timeline
* Vendor Registration NC EVP Portal

**LICENSED GENERAL CONTRACTOR**

* Contractor must be a licensed General Contractor, licensed by the State of North Carolina

**PRICING**

The proposal price should reflect the total cost for full compliance with the RFB requirements, including all charges such as handling, transportation, administrative fees, and related costs.

* The contractor must include a total project quote, covering the full scope, and any additional work mentioned in the RFB.
* The bid should include costs for a one-year warranty/maintenance period. After this period, maintenance will be the responsibility of the current elevator provider. Extended maintenance pricing beyond the one-year warranty is not required and will not be accepted.
* The Vendor’s proposal shall be considered a firm offer and must remain valid for a period of 90 days to allow adequate time for evaluation and award.

**BONDING REQUIREMENTS**

**BID BOND**

All bidders are required to submit cash, a cashier’s check, or certified check in an amount equal to five percent (5%) of the bid proposal. In lieu of said money, the bidder can submit a bid bond executed by a corporate surety licensed in North Carolina to execute said bonds.

* Once the contract is awarded, the bid bonds of the unsuccessful bidders are returned.
* The winning bidder’s bond is released upon submission of the required Performance and Payment Bonds.
* This deposit will be retained if the lowest responsible bidder fails to execute the contract within ten (10) days of the award or doesn’t provide the required satisfactory surety. The Bid Bond may be forfeited to cover rebidding costs or to award the contract to the next qualified bidder.

**PERFORMANCE BOND AND PAYMENT BOND**
Upon award of the contract, the successful bidder must provide both **a** Performance Bond and **a** Payment Bond in the form of cash, a cashier’s check, or a certified check. Bonds are required for all contracts exceeding **$**50,000 and must be issued in an amount equal to 100% of the contract price**.**

* The **Performance Bond** guarantees the successful completion of the project in accordance with the contract terms and specifications.
* The **Payment Bond** ensures that all subcontractors, suppliers, and laborers are paid for work performed under the contract

**CONTRACTOR EXPERIENCE**

In its Proposal, Contractor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to Washington County. Contractor shall provide information as to the qualifications and experience of all executives, managerial, legal, professional personnel to be assigned to this project, including citing experience with similar projects and the responsibilities to be assigned to each person.

**CONTRACTOR REPRESENTATIONS**

If awarded the contract, the Contractor agrees to: Contractor warrants that qualified personnel shall provide Services under this Contract in a professional manner. “Professional manner” means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Contractor agrees that it will not enter into any agreement with a third party that may abridge any rights of the County under this Contract. Contractor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractors that may be approved by the County. Names of any third-party vendors or subcontractors of contractor may appear for convenience in Contract documents and shall not limit Vendor’s obligations hereunder. Contractor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor (Include any implied services necessary to properly perform or deliver the required services, even if not explicitly detailed in the RFB unless otherwise expressly provided herein, Contractor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the contractor to provide and deliver the services and deliverables.

Contractor warrants that it has the financial capacity to perform and to continue perform its obligations under the contract; that contractor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against contractor that could adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction

**HISTORIC PRESERVATION REQUIREMENTS**

Successful bidders must adhere to the conditions (#1-#3) and any additional conditions set by the Historic Preservation Office. These conditions are available in the attachments section of the bid.

**6.0 SCOPE OF WORK**

* Modernize one (1) passenger traction elevator, State # 9198, Capacity 2,500 lbs., Speed 200 fpm., Landing’s (5) (B, 1, 2, 3, and 4), all in-line.
* The elevator is at 120 Adams Street, Plymouth, NC 27962 in the Washington County Courthouse building.
* The Elevator Contractor is to modernize one (1) existing passenger traction elevator, complete in every respect, per the requirements of this specification, and provide all necessary building related work for complete code and ADA compliance. *The intent of this specification is for the Elevator Contractor to provide a turnkey elevator modernization project.*
* The Elevator Contractor is to include costs within their bid for a one (1) year guarantee/warranty maintenance period, per the requirements of this specification. *Upon expiration of the one (1) year guarantee/warranty maintenance period, maintenance services will become the responsibility of the current elevator maintenance provider.* Extended maintenance pricing, beyond the included one (1) year guarantee/warranty maintenance period, is not required at this time and will not be accepted as a condition for bid acceptance.
* The elevator modernization is to be performed within a building that is open for business. Owner will not provide any areas within the building for storage of equipment, tools, etc. *Elevator Contractor is to include costs within their bid for providing a storage container for storing equipment, tools, etc. in the Washington County Courthouse parking lot.*
* Schedule the removal of the elevator from service with the Owner’s Representative.
* If these specifications are not complete as to any minor detail of a required feature, or with regards to the manner of combining or installing parts, materials, or equipment, but there exists an acceptable trade standard for good and workmanlike practices, such detail shall be deemed by implication to have been required by these specifications in accordance with such standard.
* Any component listed as reuse existing in this document must be fully inspected by the Elevator Contractor to meet current Code requirements. Any repairs or refurbishment of retained devices or components is to be included in Elevator Contractor’s price.
* This specification is intended to cover the complete modernization of each elevator and group system as specified hereinafter.
* The major elevator components to be furnished per the requirements of these specifications shall be of a make or makes that have performed satisfactorily together under conditions of normal use in not less than twenty-five (25) other elevator installations of equal or greater capacity and speed for a minimum of three (3) installations in North Carolina. *All elevator equipment to be furnished per the requirements of these specifications shall be completely Non-Proprietary in nature, with no exceptions or substitutions to be accepted.*
* Upon request, the names and addresses of the building and the names of the owners and manager thereof, in which the proposed combination of major components has been furnished, shall be furnished.
* The term “major elevator components” as mentioned above shall mean such items as the controller, machine, hoisting motor, governor assembly, door operator and door equipment, car and hall fixtures, and two-way communication devices.
* The major components shall be installed in the elevator machine room, hoistway, cab/car, and lobbies and be arranged so that parts can be removed for repairs or replacement by conventional means, without dismantling or removing other equipment components in these areas. Sufficient workspace for maintenance and repair operations shall be provided around the elevator equipment in the machine room with clear passage to any access or trap doors.
* Comply with applicable building codes and elevator codes at the project site, including but not limited to the following:
* ASME A17.1-2022 Safety Code for Elevators and Escalators, latest edition or as required by NCDOL.
* ASME/NFPA 70 National Electrical Code.
* ASME/NFPA 80 Fire Doors and Windows.
* Americans with Disabilities Act – Accessibility Guidelines (ADAAG).
* AMSE/A17.1, Buildings and Facilities, Providing Accessibility and Usability for Physically Handicapped People.
* ASME/UL 10B and ASTM E152, Fire tests of door assemblies.
* Model building codes.
* All other local or applicable codes.
* Make application for, secure and pay for all necessary permits and certificates of inspection for all equipment included herein, as required by the various departments of the Local and State Authorities. Furnish the Owner certificates and approval as required by the local governing authorities having jurisdiction.
* In addition to the permits, inspections, specified testing, and requirements of governing codes, the Elevator Contractor will be required to have performed speed and load carrying capacity and heat/endurance tests at his own expense.

**RELATED WORK (TO BE PROVIDED BY ELEVATOR CONTRACTOR**)

* Elevator Contractor is to include costs within their bid for all building related electrical, mechanical (HVAC), fire life safety, general construction, etc. work as required for a complete and code compliant elevator modernization per the requirements of this specification and NCDOL.
* Cleaning and painting of machine room equipment, pit equipment, hoistway equipment, other equipment, and machine room and pit floor as indicated in the specifications.
* Provide a new pit ladder with ASME A17.1-2022 code requirements. Paint pit ladder two coats with semi-gloss enamel paint. Provide non-slip ladder rungs.
* Paint hoistway fascia, door hanger covers, and car toe guards. Paint both sides of the door hanger covers which are visible from the landing side of the entrances. Existing door hanger covers shall be reused, cleaned, and painted. Paint pit and machine room floor.
* New car communication (telephone) shall be provided and installed as part of the new car operating panel, as per code ASME A17.1-2022 requirements of voice, text, and video. Utilize Non-Proprietary telephone and two-way communication systems, by Rath or Wurtec, and with third-party cellular gateway for phone and internet connection. Telephone and two-way communication systems, manufactured by vendors other than Rath and Wurtec, will not be accepted under any condition. The owner is responsible for establishing a separate services agreement with a third-party vendor, such as Kings III, for phone and internet service.
* Replace all existing electrical wiring, traveling cables, conduit, duct, junction boxes, and fittings in the elevator hoistway. Traveling cables shall be routed from the controller to the car without splices.
* Route all hoistway wiring such as hall push button fixtures, hall position indicators, hoistway interlocks, limit switches, etc., in flexible metal conduit and/or rigid metal conduit.
* Route all wiring on the car top in flexible metal conduit and/or rigid metal conduit.
* All connectors used for metal conduits shall be compression types. Screw type connectors are not permitted.
* Remove any elevator conduit from behind the pit ladder and reroute.
* Provide pit flood sensors as required to comply with NCDOL requirements.
* Provide fire caulking as required in the hoistway.
* Clean and paint buffer plates, stands, springs, etc.
* Provide one set of cab interior protection pads (fire retardant) and provide permanent studs to hang protection pads.
* The elevator contractor shall provide any necessary hoisting and rigging means to lift controllers, machines, etc. to the elevator machine room at no cost to the Owner. Protection for the roof and other building areas, if required, will be provided by the elevator contractor at no cost.

**SUBMITTALS**

* Shop Drawings and Descriptive Data: Submit samples of all natural metal finishes for approval. Submit accurately dimensioned drawings prepared for this project detailing all fabrication of custom assemblies and layouts of standard items. Shop drawings should include but not be limited to the following:
* Dimensioned Layouts: Machine room and hoistway layouts are not required.
* Power Confirmation Data: Include KVA, starting current, full load running current, and demand factor for applicable static control devices. Elevator contractor to coordinate with electrical contractor to ensure correct sizing of electrical circuits, fusible disconnects, and feeder wire.
* Design Information: Provide dimensioned drawings of machines, car and hoistway doors, cab fronts, car and hall fixtures, and cab interior finishes. Provide standard cutsheets for all major elevator components.
* Design of Cab Interior Finishes: Provide dimensioned drawing of cab interior finishes with plastic laminate selection options for approval by Owner.
* Certificates: Submit certificate of elevator performance with contract closure documents. After adjustment tests and inspection are performed, forward certificate signed by elevator manufacturer stating that the equipment and controls provide elevator service as specified.
* Information for Operation and Maintenance:

A. Three (3) sets of wiring diagrams with field changes.

B. Three (3) sets of parts manuals for all components.

C. Three (3) sets of troubleshooting manuals.

D. These shall include:

* Description of the elevator system’s sequence of operation and control including the functions of signals, door devices and other features. Provide any special tools needed to maintain or troubleshoot equipment.
* Written instructions for the trouble shooting adjustment and care of the entire equipment.
* Electrical prints shall be reproducible type, non-fading.
* One set shall be sealed in a clear material and mounted in the elevator machine room.
* All electrical wiring diagrams shall be “as built” drawings. If standard drawings are used, they shall be marked up according to the installation for which they apply.
* Key switches shall be the manufacturer’s standard type. Provide two sets of keys for every key switch applicable to the elevators, including the controller cabinets if required. Provide two (2) elevator door emergency unlocking device keys.
* The identification label for each diagram and manual shall include the subject, building name, location, contract number, the specified state assigned elevator number to which the diagrams and manuals apply.
* Three sets of diagrams and manuals shall be delivered to the Owner.
* The elevator contractor shall notify the North Carolina Department of Labor for scheduling of a final inspection as per code and specifications. Approval must be given that all code requirements have been met, and that installation complies with the specifications before final payment will be made.
* Verification that Elevator Contractor warehouses parts locally with immediate access to major components (rotating elements, etc.).
* Provide any tools and/or diagnostic equipment and software to adjust, troubleshoot, and maintain the elevator control system. Any cost to keep tools updated and operable to be included in the base bid. Provide instruction manuals in the operation of these special tools. *If a special agreement is required, provide a copy with your bid.*
* Provide signs for elevators out of service, shall be magnetic out of service signs, one per floor, and in format approved by Owner.
* Provide approved barricades at all openings where open hoistway are open to view.
* For each elevator, prepare and provide a written Maintenance Control Program (MCP) that complies with ASME A17.1/CSA B44 Section 8.6, including written documentation that details the test procedures for each test that is required to be performed by ASME A17.1/CSA B44. Assemble all MCP documentation, and supporting technical attachments, in a single MCP package and provide in both electronic and hard copy. Assemble entire hardcopy MCP in 3-ring binders. For each elevator provided, the MCP must include only documentation and instruction that apply to elevator specified. For each elevator, provide an additional, separate binder that includes all maintenance, repair, replacement, call back, and other records required by ASME A17.1/CSA B44. The records binder must be kept in the elevator machine room, maintained by elevator maintenance and service personnel, and be always available to authorized personnel. Provide detailed information regarding emergency service procedures and elevator installation company personnel contact information.

**PERMITS, CODE, AND INSPECTION CERTIFICATES**

* In-Place Testing: Provide reports on elevator testing, in compliance with the latest ASME Code and supplements.
* Material Certification: Submit written certification confirming materials meet specified requirements.
* Installation Certification: Provide written certification that elevators are installed and operational per specifications.
* The contractor is responsible for obtaining all necessary permits for the scope of work.
* Apply for, secure, and pay for all required permits and certificates of inspection from Local and State Authorities.
* Provide the Owner with certificates and approvals as required by local governing authorities.
* The contractor must conduct speed, load carrying capacity, and heat/endurance tests at their own expense.
* Apply for and secure all necessary permits and inspection certificates as required by local and state authorities.
* Ensure all work and materials comply with the National Electrical Code, ASME A17.1, ASME A17.3, ADA, and other applicable regulations**.**
* Provide inspection certificates from authorities before final acceptance. Tests must be conducted in the presence of the authorities or Owner’s representative.
* Perform speed, load capacity, heat, fire service, and emergency power tests at the contractor's expense.

**MANUFACTURER**

* Non-Proprietary Parts: Controllers must use non-proprietary parts, with all equipment available on the open market for maintenance and repair.
* Acceptable Elevator Controls:
* Alpha
* Galaxy (GAL) with Computer
* Smartrise

**ELEVATOR CONTRACTOR RESPONSIBILITIES**

* Review and Acceptance: The contractor must review specifications and building conditions, submitting a certificate of acceptance. Any code-related changes will be at the contractor's expense.
* Equipment Removal: The contractor must remove superseded equipment and deliver retained items to the Owner. Unwanted equipment will be disposed of after notifying the Owner.
* Pit Access: Install a vertical ladder per ASME A17.1 Code and relocate any equipment obstructing ladder installation.
* Coordination: The contractor must coordinate with the Owner and other contractors involved in the project.
* Cutting and Patching**:** Responsible for all cutting, patching, and painting needed for the work.

**SAFETY PRECAUTIONS**

Maintaining elevator equipment in safe condition and within operating limits, as per the original manufacturer's specifications, is critical

* Building Occupancy: Work must not interfere with building activities, prioritizing safety for the public and employees.
* Clear Passageways: Maintain clear passageways and remove debris daily.
* Barricades/Partitions: Provide standard barricades during elevator modernization**.**

**PRE-TESTS AND TESTS**

* Pre-testing: The contractor must pre-test the elevators before final inspection.
* Test Equipment: Provide certified test instruments on-site, including weights, voltmeter, thermometers, tachometer, and other necessary tools.
* Speed Test: Ensure the elevator speed is within 5% of the rated speed under full load.
* Temperature Rise Test: Ensure the pump motor's temperature rise does not exceed 50°C above ambient during full load.
* Car Leveling Test: Verify car leveling accuracy within 3mm, both loaded and unloaded.
* Insulation Resistance Test: Ensure elevator wiring is free of short circuits and ground faults, with insulation resistance tested.
* Overload Devices: Test all overload protection devices during final inspection.
* Limit Stops: Test car position at normal limit stops for proper operation.
* Operating and Signal System: Ensure operation, signal system, and automatic leveling meet specified standards.
* System Malfunctions: Correct any malfunctions during testing at no cost to the Owner. Re-inspection costs due to failures are the contractor's responsibility.
* Supervisory System: Performance must be witnessed and approved by the Owner.
* Pre-test: Verify elevators and equipment before requesting NCDOL final inspection.
* Power Supply: The Owner will provide electrical power for testing and operation.
* Test Instruments: The contractor must provide certified test weights, voltmeter, amp probe, thermometers, tachometer, megohm meter, vibration meter, sound meter, light meter, stopwatch, and two-way communication at inspection.
* Inspection: Ensure compliance with specifications for workmanship, equipment, and installation.

**INSTRUCTION TO OWNER PERSONNEL**

* Training: Provide one full day (8 hours) of instruction to Owner's personnel on the operation of all equipment and accessories, to begin after project completion and as scheduled by the Owner.
* Written Instructions: Deliver written instructions in triplicate, bound separately, covering care, adjustments, and operation of all equipment. These should include wiring diagrams, a nomenclature sheet for electrical components, a complete sequence of operation, a list of replacement parts with descriptions, and operational details for all circuits, relays, timers, and rotating equipment (including RPM values). Digital recordings are also acceptable.
* Supplementary Training: Provide additional training for any new or modified equipment resulting from changes, replacements, or warranty requirements.

**INSPECTIONS AND SERVICE (GUARANTEE PERIOD OF SERVICE)**

* Service Coverage: Provide complete inspection and maintenance for one (1) year after the Owner accepts all elevators. This service will run concurrently with the warranty. Maintenance will be performed by certified elevator mechanics and apprentices under the contractor's supervision.
* Post Warranty: After the one-year guarantee period, ongoing maintenance will be the responsibility of the current elevator maintenance provider.
* Contractual Obligations: The contract covers full maintenance, including emergency callback service, regular inspections, and servicing for the elevators listed in the schedule. The Elevator Contractor is responsible for performing these services.
* Monthly systematic examination of equipment.

**MAINTENANCE**

* Assumption of Maintenance: The contractor assumes maintenance once modernization work begins.
* Warranty Maintenance: Provide 12 months of monthly maintenance (inspections, adjustments, lubrication) with 24-hour emergency service at no additional cost, excluding misuse or accidents. Included in the base bid.
* Service Manual: Provide a signed service manual detailing maintenance tasks, inspections, and repair logs, kept on-site.
* Fire Service Testing: Perform monthly fire service recall tests per ASME A17.1 2022 and A17.2.
* Parts Catalog: Submit a parts catalog and maintain a local inventory of recommended spare parts from the original manufacturer.
* Inspection Compliance: Include required inspections and tests per NCDOL Elevator Bureau and ASME A17.1.
* Post-Warranty: Maintenance responsibility transfers to the existing provider after the warranty period. Extended maintenance pricing is not required.
* Routine Maintenance: Clean, lubricate, adjust, repair, and replace parts using manufacturer-approved materials to maintain optimal equipment condition.
* Equipment Maintenance: Maintain motors, controllers, selectors, leveling devices, operating devices, switches, doors, interlocks, guide shoes, rails, and signal systems.
* Cleaning Schedule:
* Clean guide rails and platform bottoms every 3 months.
* Clean car tops and machine floors monthly.
* Remove pit rubbish monthly.
* Perform quarterly general cleaning of machine room and hoistway equipment.
* Performance Standards: Ensure smooth starting, stopping, and accurate leveling.
* Exclusions: Excludes work due to misuse, accidents, or negligence.
* Emergency Service: Provide 24/7 emergency service, responding within 2 hours. Overtime service is limited to safety-related repairs.
* Reporting: Service personnel must report to the Owner and provide a work ticket detailing services performed. Maintain a log of inspections and trouble calls.
* Maintenance Control Program: Implement a program ensuring compliance with ASME A17.1 standards.

**REMOVAL OF MATERIAL AND EQUIPMENT**

* Removal: The elevator contractor is responsible for removing materials and equipment not specified for reuse, at their expense. The Owner may retain any parts or equipment prior to removal.

**PREPARATIONS Coordinate with other trades as required.**

* Examine hoistway openings for plumb, level, alignment, and proper pit size and access.
* Take site measurements before fabrication and verify work by other trades.

**STORAGE AND STAGING**

* Elevator modernization will occur in a building open for business. The Owner will not provide storage space. The Elevator Contractor must include costs for storing equipment and tools in a container staged at the Washington County Courthouse parking lot.

**ARRANGEMENT OF EQUIPMENT**

* Arrange equipment in the machine room to allow easy removal of major components for repair or replacement, without dismantling other equipment. The controller should be placed near and visible from its respective hoisting machine.

**WORKMANSHIP AND PROTECTION**

* Installation must be performed by Certified Elevator Mechanics and Apprentices, meeting industry standards. All materials and equipment must be new and defect-free.
* Include all necessary work for recesses, cutouts, slots, holes, patching, grouting, and refinishing to accommodate equipment installation. Core drill new holes in concrete.
* Do not alter or cut structural members. Any damaged work must be restored to its original condition.
* Ensure finished work is straight, plumb, level, and square, with smooth surfaces and lines. All machinery and equipment must be protected from dirt, water, or mechanical damage.
* completion, all work shall be thoroughly cleaned and delivered in perfect unblemished condition.
* Exposed gears, sprockets, and sheaves shall be guarded from accidental contact.

**MALFUNCTIONS**

* Any issues during testing must be corrected and retested at no additional cost to the Owner.
* If re-inspection is required due to test failure, the elevator contractor will cover the costs of re-inspection, including transportation and per-diem for the Owner's representative.

**EQUIPMENT SCHEDULES**

* Elevator equipment shall be, in general, the manufacturer’s top-of-the-line products.
* Modernization Summary: One Existing Passenger Traction Elevator.

|  |  |
| --- | --- |
|  **MACHINE ROOM**  |   |
|  Motion Controller  | New Alpha, Galaxy (GAL) with Computer, or Smartrise Controller with KEB Drive and Absolute Positioning System (APS)  |
|  Transformer  | New, as needed, based on Controller/Machine manufacturer requirements and existing Building mainline power supply  |
|  Machine  | New Hollister-Whitney 54BS (Basement Set) Geared Machine with Traction Sheave, Sheave Guarding, Rope Retainers, Disc Brake, Encoder, and Rope Gripper Mounting Bracket  |
|  Motor  | New Hollister-Whitney AC Motor  |
|  Unintended Motion Device  | New Hollister-Whitney Rope Gripper  |
|  HOISTWAY  |   |
|  Overhead Sheaves  | New Hollister-Whitney Overhead Sheaves with Rope Retainers and Mounting Provisions (Include (2) Overhead Car Sheaves and (2) Overhead Counterweight Sheaves)  |
|  Hoist Ropes and Wedge Shackles  | New Hoist Ropes (Pre-Stretched) with Wedge Shackles  |
|  Governor Assembly and Tail-End Sheave  | New Hollister-Whitney Governor Assembly (Self-Resetting) with Tail-End Sheave  |
|  Governor Rope and Wedge Shackle  | New Governor Rope with Wedge Shackle  |
|  Hoistway Switches and Final Limits  | New  |
|  Hoistway Door Headers  | Reuse Existing  |
|  Hoistway Door Tracks and Hangers  | New, GAL  |
|  Hoistway Door Interlocks and Pick-Ups  | New, GAL  |
|  Hoistway Door Closers  | New, GAL  |
|  Hoistway Door Panels  | New, Powder Coat Finish  |
|  Hoistway Door Entrance Frames  | Reuse Existing and Paint to match New Hoistway Door Panels  |
|  Hoistway Door Sills  | Reuse Existing (Clean and Polish)  |
|  Hoistway Door Sill Supports and Struts  | Reuse Existing  |
|  Hoistway Fascia  | Reuse Existing (Clean and Paint Matte Black)  |
|  Guide Rails  | Reuse Existing (Clean)  |
|  Car Buffers  | New, Hollister-Whitney Spring Buffers with Buffer Stands and Mounting Channel  |
|  Counterweight Buffers  | New, Hollister-Whitney Spring Buffers with Buffer Stands and Mounting Channel  |
|  Counterweight Frame and Filler Weight  | Reuse Existing Counterweight Frame. Provide New Filler Weight, as needed, for proper counterbalancing.  |
|  Traveling Cable and Hoistway Wire  | New  |
|  CAR  |   |
|  Car Sling  | Reuse Existing (Clean and Paint Matte Black)  |
|  Car Platform  | Reuse Existing  |
|  Car Sub Flooring  | Reuse Existing (If required, by Owner)  |
|  Car Finished Flooring  | Reuse Existing (If required, by Owner)  |
|  Car Safeties  | New Hollister-Whitney Type “B” Car Safeties  |
|  Car & Counterweight Roller Guides  | New Hollister-Whitney Heavy Duty, Self-Adjusting, and Spring-Applied Roller Guide Assemblies  |
|  Top of Car Operating Device  | New (By Controller Manufacturer or Innovation)  |
|  Car Top Exit Switch  | New  |
|  Car Top Fan  | New (Two-Speed)  |
|  Car Top Railing  | New  |
|  Car Toe Guard  | New  |
| Cab Enclosure  | Reuse Existing  |
|  Cab Front  | New Cab Front Wall (Main Return Panel, Auxiliary Return Panel, and Transom Panel in Brushed Stainless-Steel. Cladding of existing Cab Front Wall is not acceptable.)  |
|  Cab Interior and Ceiling  | New Snap Cab Modern I Cab Interior Design with (1) Rear Wall Handrail and Standard Modular Ceiling  |
|  Car Door  | New, Brushed Stainless-Steel  |
|  Car Door Sill  | New, Aluminum  |
|  Car Door Operator with Gate Switch  | New, GAL (Heavy Duty)  |
|  Car Door Tracks and Hangers  | New, GAL  |
|  Car Door Clutch  | New, GAL  |
|  Car Door Detector  | New, Formula Systems Vision Plus 3D  |
|  FIXTURES  |   |
|  Car and Hall Fixtures  | New, by Innovation (All Fixtures shall be Vandal Resistant, in Brushed Stainless-Steel, and include Illumination. All required signage, including Appendix “O,” shall be engraved in Fixtures.  |
|  Car Operating Panel  | New, by Innovation (Provide Applied Car Operating Panel in New Cab Front Wall Main Return Panel)  |
|  Car Position Indicator  | New, by Innovation  |
|  Voice Annunciator  | New, by Innovation  |
|  Car Riding Lanterns  | New, by Innovation (Dual)  |
|  Hall Call Button Stations  | New, by Innovation (Utilize Innovation’s “Ultra” Surface Mounted Design. Include all required Code Features in Main Egress Hall Call Button Station. Include Appendix “O” Signage in all Hall Call Button Stations.)  |
|  Hoistway Access Stations  | New, by Innovation  |
|  Jamb Braille and Car ID Plates  | New  |
|  Emergency Phone and Two-Way Communication  | New, by Innovation/Wurtec for ASME A17.1-2019 Code Compliance (Utilize Wurtec’ s Wur-Com Plus Elevator Communication System with 2N Liftgate (Cellular Device))  |
|  LIFE SAFETY  |   |
|  Fireman’s Service  | New, Phase I and II  |
|  Emergency Lighting in Car  | New with Battery Back-Up  |
|  MISCELLANEOUS  |   |
|  Cab Certificate Frame  | New, sized to accept NCDOL Certificate of Operation  |
|  Pit Stop Switch  | New  |
|  Pit Ladder  |   |
|  Pit Flood Switch  | New  |

**MANUFACTURED PRODUCTS**

* All materials and equipment must be from reputable manufacturers with established production of elevator systems, including controllers, door operators, and supervisory systems. The products must be engineered for compatibility within the total operating system.

**APPROVED ELEVATOR CONTROLLERS**

* Alpha
* Galaxy (GAL) with Computer
* Smartrise
* Remove existing equipment and provide new non-proprietary, UL/CSA Labeled Controllers mounted on a steel frame in a NEMA Type 1 General Purpose Enclosure. All assemblies, power supplies, chassis switches, and relays must be securely mounted.
* Each device must be clearly labeled with a name, letter, or symbol, and include ampere ratings next to fuse holders. Spare conductors should be organized and identified.

**MICROPROCESSOR CONTROL SYSTEM**

* Provide a new microprocessor control system with position/speed feedback to manage dispatching, signaling, door operation, and hoist motor control. Details, including components and operational descriptions, must be submitted for approval.
* Manufacturers must offer factory training, engineering, technical support, manuals, and necessary tools for the Owner’s Elevator Maintenance Service Provider.
* The dispatching system must assess traffic demand and select the most efficient elevator based on various factors such as load, position, and door status.
* Implement a carload weighing system that bypasses landing calls if the load exceeds a predetermined threshold. Bypassed calls should be registered for the next car.
* Cancel car calls if the load does not match the number of registered calls.

**ELEVATOR MACHINE BEAMS**

* Reuse existing beams and add blocking beams as needed for the new machine.

**TRACTION HOIST MACHINE**

* Provide a new Hollister-Whitney 54BS geared traction machine with AC motor, brake, drive sheave, and deflector sheave mounted on a bedplate in proper alignment.
* Include a direct drive, digital closed-loop velocity encoder for the hoist machine.
* Ensure drive sheaves are smooth, free from defects, and designed for maximum rope traction and life.
* Hoisting machine brakes must be disc type and capable of stopping and holding the elevator with 125% of the rated load.

**DEFLECTOR AND OVERHEAD SHEEVES**

* Provide new overhead sheaves with metal guards to prevent ropes from jumping out of grooves.
* Securely mount overhead sheaves in alignment with the basement traction sheave, car, and counterweight ropes, with blocking beams, as necessary.

**GOVERNOR ASSEMBLY AND TAIL END SHEEVE**

Provide a new centrifugal car-driven governor with weighted pit tension sheaves, governor release carriers, and protected cable sleeves.

* Include self-resetting governor, overspeed switch, and speed-reducing switches where needed.
* Ensure the governor rope clamping device prevents damage to the rope.
* Install a metal guard over the governor rope and sheaves.

**ASCENDING CAR OVERSPEED PROTECTION**

* Providing a device on the suspension means preventing ascending overspeed and unintended motion when doors are not closed and locked.

**HOIST ROPES/ COMPENSATION ROPES/ GOVERNOR ROPE**

* Provide new hoist ropes (minimum 12.5 mm or 0.50 in. diameter, 8x19 or 8x25 traction steel) to ensure adequate traction and safety.
* Attach a corrosion-resistant metal tag to one hoist rope fastening.
* Provide new wedge shackles.
* Provide hoist rope compensation with encapsulated chains attached to the car and counterweight frames.
* Include a pit guide, take-up adjustment, and padding to prevent damage from compensation.
* Provide a new 6x19 or 8x19 traction steel governor rope (minimum 9 mm diameter) with a safety factor of 5.
* Ensure rope runs free from obstruction and attach a governor rope tag to the releasing carrier

 **CAR SAFETY DEVICE**

* Provide new Hollister-Whitney Type “B” car safeties.

**CAR AND COUNTERWEIGHT BUFFERS/ COUNTERWEIGHTS**

* Provide new spring buffers, buffer stands, and mounting channels for both car and counterweights.
* Attach buffers securely to pit channels and align with striker plates.
* Mark each buffer with its stroke and load rating.
* Clean and replace damaged or missing components of the counterweight.
* Add or remove filler weights to balance the car weight and 40-50% of the rated capacity.
* Reuse the existing counterweight guard or remove it if compensation is required.

**CROSSHEAD DATA PLATE AND CODE DATA PLATE**

* Attach a non-corrosive metal data plate to the car crosshead and the controller for code compliance.

**CONDUIT AND WIREWAY**

* Reuse existing conduit where possible and install new conduit/wireway where needed.
* Use rigid steel, aluminum conduit, or metal wireways for electrical conductors, except traveling cables.
* Install rigid steel conduit for raceways embedded in concrete.
* Use flexible metal conduit (≤18 inches) for short connections.
* Protect conduit terminations with approved insulation bushings and secure with steel locknuts if necessary.
* Avoid using fittings with set screws or indentations for rigid conduit or EMT.
* Use flexible steel conduits for items subject to movement or vibration.

**CONDUCTORS**

* Remove existing and provide new conductors, excluding the traveling cables. Conductors shall be stranded or solid coated annealed copper in accordance with Federal Specification J-C-30B for Type RHW or THW. Where 16 and 18 AWG are permitted by NEC, single conductors, or multiple conductor cables in accordance with Federal Specification J-C-580 for Type TF may be used provided the insulation of single conductor cable and outer jacket of multiple conductor cable is flame retardant and moisture resistant. Multiple conductor cables shall have color or number coding for each conductor. Conductors for control boards shall be in accordance with NEC. Joints or splices are not permitted in wiring except at outlets. Tap connectors may be used in wireways provided they meet all UL requirements.
* Provide all conduit and wiring between machine room, hoistway, and fixtures.
* All wiring must be tested free from short circuits or ground faults. Insulation resistance between individual external conductors and between conductors and ground shall be a minimum of one megohm.
* Where size of conductors is not given, voltage and amperes shall not exceed limits set by NEC.
* Provide equipment grounding. Ground the conduits, supports, controller enclosure, motor, platform and car frame, and all other non-current conducting metal enclosures for electrical equipment in accordance with NEC. The grounding wires shall be copper, green insulated and sized as required by NEC. Bond the grounding wires to all junction boxes, cabinets, and wire raceways.
* Terminal connections for all conductors used for external wiring between various items of elevator equipment shall be solderless pressure wire connectors in accordance with Federal Specification W-S-610. The Elevator Contractor may, at his option, make these terminal connections on #10 gauge or smaller conductors with approved terminal eyelets set on the conductor with a special setting tool, or with an approved pressure type terminal block. Terminal blocks using piercing through serrated washers are not acceptable.

**TRAVELING CABLES/ GUIDE RAILS, SUPPORTS, AND FASTENINGS**

* Remove existing and provide new flexible traveling cables conforming to the requirements of NEC. Traveling cables shall run from the junction box on the car directly to the controller. Junction boxes on the car shall be equipped with terminal blocks. Terminal blocks having pressure wire connectors of the clamp type that meet UL 486A requirements for stranded wire may be used in lieu of terminal eyelet connections. Terminal blocks shall have permanent indelible identifying numbers for each connection. Cables shall be securely anchored to avoid strain on individual terminal connections. Flame and moisture resistant outer covering must remain intact between junction boxes. Abrupt bending, twisting, and distortion of the cables shall not be permitted.
* Provide spare conductors equal to 10 percent of the total number of conductors furnished, but not less than 5 spare conductors in each traveling cable.
* Provide shielded wires for the auto dial telephone system within the traveling cable, five (5) pair shielded wires for card readers, two (2) pair 14-gauge wires for 110 Volt power supply, and wire for video display monitor if specified.
* If traveling cables contact the hoistway or elevator due to sway or change in position, provide shields or pads to the elevator and hoistway to prevent damage to the traveling cables.
* Hardware cloth may be installed from the hoistway suspension point to the elevator pit to prevent traveling cables from rubbing or chafing and securely fastened and tensioned to prevent buckling. Hardware cloth is not required when traveling cable is hung against a flat wall.
* Reuse existing. Clean, replace missing bolts, and tighten as needed.

**NORMAL STOPPING DEVICES**

* Mount new terminal slowdown switches and direction limit switches on the elevator or in the hoistway to reduce speed and bring car to an automatic stop at the terminal landings.
* Switches shall function with any load up to and including 100 percent of rated elevator capacity at any speed obtained in normal operation.
* Switches, when opened, shall permit operation of the elevator in reverse direction of travel.

**EMERGENCY STOP SWITCHES**

* Provide an emergency stop switch, push to stop/pull to run, for the top-of-car device, pit, machine spaces, service panel and firefighter’s control panel inside the elevator. Mount stop switches in the pit adjacent to the pit access door, at top of the pit ladder 1200 mm (48 in.) above the bottom landing sill and 1200 mm (48 in.) above the pit floor adjacent to the pit ladder.
* Each stop switch shall be red in color and shall have "STOP" and "RUN" positions legibly and indelibly identified.

**CAR TOP OPERATING DEVICE**

* Provide a new car top operating device.
* The device shall be activated by a toggle switch mounted in the device. The switch shall be clearly marked "INSPECTION" and "NORMAL" on the faceplate, with 6 mm (.25 in.) letters.
* Movement of the elevator shall be accomplished by the continuous pressure on a direction button and a safety button.
* Provide an emergency stop switch, push to stop/pull to run.
* Provide permanent identification for the operation of all components in the device.
* The device shall be permanently attached to the elevator crosshead on the side of the elevator nearest to the hoistway doors used for accessing the top of the car.

**CAR LEVELING DEVICE**

* Car should be equipped with a new two-way leveling device to automatically bring the car to within 6 mm (.25 in.) of exact level with the landing for which a stop is initiated regardless of load in car or direction of travel.
* If the car stops short or travels beyond the floor, the leveling device within its zone shall automatically correct this condition and maintain the car within 6 mm (.25 in.) of level with the floor landing regardless of the load carried.

**MAIN CAR OPERATING PANEL**

* Provide a new main car operating panel (applied panel), by Innovation, in the car enclosure on the front return panel for the elevator. The top floor car call push button shall not be more than 1200 mm (48 in.) above the finished floor. Car call push buttons and indicator lights shall be LED illuminated, round with a minimum diameter of 25 mm (1 in.). Each button shall contain an integral registration LED Blue light which shall illuminate upon registration of a call and shall extinguish when that call is answered.
* One-piece hinged swing return panel shall have the firefighter’s service panel recessed into the upper section and the service operation panel recessed into the lower section fitted with hinged doors. Doors shall have concealed hinges, be in the same front plane as the faceplate and fitted with cylinder type key operated locks. Secure the faceplate with stainless-steel tamper-proof screws.
* All terminology and tactile symbols on the faceplate shall be on square or rectangular plates recessed into the faceplate with its surface flush with the surface of the faceplate. Use 6 mm (.25 in.) letters to identify all devices in the faceplate. The handicapped markings with contrasting background shall be 12.5 mm (.50 in.) high raised .075 mm (.030 in.) on the plate. Surface mounted plates are not acceptable.
* The upper section shall contain the following items listed from top to bottom:
* Elevator number, 12.5 mm (.50 in.) high with black paint for contrast.
* Capacity plate information with black paint for contrast with freight loading class and number of passengers allowed.
* LED illuminated digital car position indicator with direction arrows.
* Emergency car lighting system consists of a rechargeable battery, charger, controls, and LED illuminated light fixture. The system shall automatically provide emergency light in the car upon failure or interruption of the normal car lighting service, and function irrespective of the position of the light control switch in the car. The system shall maintain a minimum illumination of 1.0 foot-candle when measured 1200 mm (48 in.) above the car floor and approximately 300 mm (12 in.) in front of the car operating panel, for not less than four (4) hours.
* Firefighters Emergency Operation Panel shall be 1650 mm (66 in.) minimum to 1800 mm (72 in.) maximum to the top of the panel above the finished floor.
* Firefighter’s Emergency Indicator Light shall be round with a minimum diameter of 25 mm (1 in.).
* Key operated Independent Service Switch inside service panel.
* Complete set of round car call push buttons, minimum diameter of 25 mm (1 in.), and LED white light illuminated, corresponding to the floors served. Car call buttons shall be legibly and indelibly identified by a floor number and/or letter not less than 12.5 mm (.50 in.) high in the face of the call button.
* Door Open and Door Close buttons shall be located below the car call buttons. They shall have “OPEN” and “CLOSE” legibly and indelibly identified by letters in the face of the respective button. The Door Open button shall be located closest to the door jamb.
* The Red Emergency Alarm button shall be below the car operating buttons. Mount the emergency alarm button is not lower than 875 mm (35 in.) above the finished floor. It shall be connected to audible signaling devices. Provide audible signaling devices including the necessary wiring.
* Emergency Help push button shall activate two-way communications by Auto Dial telephone system. Help button shall be LED white light illuminated and flash when call is acknowledged. Legibly and indelibly label the button “HELP” on the face of the button with 12.5 mm (.50 in.) high letters.
* Provide new dual car riding lanterns, one on each side of car entrance jambs.
* The service operation panel in the lower section shall contain the following items:
* Light switch labeled “LIGHTS” for controlling interior car lighting with its two positions marked “ON” and “OFF.”
* Inspection switch that will disconnect normal operation and activate hoistway access switches at terminal landings. Switch shall be labeled “ACCESS ENABLE” with its two positions marked “ON” and “OFF.”
* Three position switches labeled “FAN” with its positions marked “HIGH,” “LOW” and “OFF” for controlling car ventilating blower.
* Two positions, spring return, toggle switch or push button to test the emergency light and alarm device. It shall be labeled “TEST EMERGENCY LIGHT AND ALARM.”
* Independent service switch labeled “ON” AND “OFF” inside panel.

**EMERGENCY TELEPHONE AND TWO-WAY COMMUNICATION SYSTEM**

* Furnish and install new Wurtec Wur-Com Plus emergency telephone and two-way communication system per ASME A17.1 2019.
* Include third-party cellular device, 2N Liftgate, for emergency telephone and two-way communication system cellular service. The owner is responsible for establishing a separate agreement with a third-party vendor, such as Kings III, for on-going cellular service and monitoring.

**CORRIDOR OPERATING DEVICES**

* Provide new surface mount corridor push button stations by Innovation. Utilize Innovation’s top-of-the-line “Ultra” design. Corridor push button stations shall be sized to cover existing corridor push button stations. The centerline of the landing push buttons shall be 1050 mm (42 in.) above the corridor floor. Corridors push button station Appendix “O” pictograph shall be engraved in the faceplate.
* Fasten all car and corridor operating device and signal device faceplates with stainless-steel tamper-proof screws.
* All terminology and tactile symbols on the faceplate shall be raised by 030 inches with contrasting background, on square or rectangular plates recessed into the faceplate with its surface flush with the surface of the faceplate. The handicapped markings with contrasting background shall be 12mm (0.5 in.) high raised .030 inch on the plate, square or rectangular. Use 6 mm (.25 in.) letters to identify all other devices in the faceplate.
* Each button shall contain an integral registration LED Blue light which shall illuminate upon registration of a call and shall extinguish when that call is answered.
* The direction of each button shall be legibly and indelibly identified by arrows not less than 12 mm (.50 in.) high in the face of each button. Provide a corresponding Braille plate on the left side of each button.
* Landing push buttons should not re-open the doors while the car and hoistway doors are closing at that floor, the call shall be registered for the next available elevator. Calls registered shall be canceled if closing doors are re-opened by means of "DOOR OPEN" button or infrared curtain unit.
* Provide fire recall instruction, communication failure light, audible enunciator, and reset key switch in the fixture at the designated main floor.
* Elevator contractor is to remove old fixtures and provide layout for new corridor push button stations.
* Submit design of corridor push button stations for approval.

**HOISTWAY ACCESS**

* Provide new hoistway access switches for the elevator at top terminal landing to permit access to top of car, and at bottom terminal landing to permit access to pit. Elevators with side slide doors, mount the access key switch 180 cm (6 ft) above the corridor floor in the wall next to the strike jamb.
* The exposed portion of each access switch or its faceplate shall have legible, indelible legends to indicate "UP", "DOWN", and "OFF" positions.
* Each access switch shall be a constant pressure cylinder type lock having not less than five pins with key removable only when switch is in the "OFF" position.
* Arrange the hoistway access switch to initiate and maintain movement of the car. When the elevator is operated in the down direction from the top terminal landing, limit the zone of travel to a distance not greater than the top of the car crosshead level with the top floor. Submit design and location of hoistway access switches for approval.

**HOISTWAY ENTRANCES**

* Reuse existing hoistway entrance frames. Provide field paintings of existing hoistway entrance frames to match new hoistway door panels.
* Clean and reuse existing hoistway sills, hanger supports, strut angles, and fascia plates.
* Replace all damaged or missing dust covers.
* Provide new hoistway doors in a powder coat finish with all new related equipment.
* Door operating equipment should be manufactured by GAL, with no substitutions.
* Hang doors on two-point suspension hangers having sealed ball-bearing sheaves not less than 75 mm (3 in.) in diameter, with non-metallic sound-reducing tires. Equip hangers with adjustable ball-bearing rollers to take upward thrust of panels. Provide two non-metallic door gibs on each door panel and a separate fire gib. Gibs shall be replaceable without removing the door panel. One door panel for each entrance shall bear an Underwriters' label, or other labels may be furnished provided they are based on fire test reports and factory inspection procedures acceptable to the Owner. Fasten steel sight guard of 14-gauge metal, extending full height of panel, to leading edge of center opening doors.
* Provide new hardware, tracks, hanger assemblies, interlock assemblies, pick-up assemblies, sill-mounted closers, gibs, and separate fire tabs.
* Provide new braille plates on both sides of door frame entrances located 1500 mm (60 in.) to center above the finished floor.
* Wiring installed from the hoistway riser to each door interlock shall be NEC type SF-2 or equivalent.

**CAR AND COUNTERWEIGHT GUIDES**

* Provide new adjustable roller guides, each assembled on a substantial metal base, to permit individual alignment to the guide rails.
* Each guide must consist of not less than three (3) wheels, each with a durable, resilient oil-resistant material tire rotating on ball bearings having sealed-in lubrication. Assemble rollers on a substantial metal base and mount to provide continuous spring pressure contact of all wheels with the corresponding rail surfaces under all conditions of loading and operation. Secure the roller guides at top and bottom on each side of car frame and counterweight frame. All mounting bolts must be fitted with nuts, flat washers, split lock washers and if required, beveled washers.
* Provide sheet metal guards to protect rollers on top of car and counterweight.
* The minimum diameter of car rollers must be 152 mm (6 in.). The entire elevator car must be perfectly balanced to equalize pressure on all guide rollers. Cars must be balanced in post-wise and front-to-back directions. Tests for this balanced condition must be witnessed at the time of final inspection.
* The minimum diameter of counterweight rollers must not be less than 101 mm (4 in.). Perfectly balance counterweight frame to equalize pressure on all guide rollers. The contractor must have the option of furnishing, for counterweight only, a mechanically adjusted roller guide in lieu of spring-loaded roller guides as specified.
* Equip car and counterweight with an auxiliary guiding device for each guide that must prevent the car or counterweight from leaving the rails if the normal guides fail. These auxiliary guides must not, during normal operation, touch the guiding surfaces of the rails. The auxiliary guides may be an extension of the normal guide mounting plate if that plate is fabricated from hot rolled steel. The portion of the auxiliary guide that contacts the rail surfaces in the event of loss of the normal guides must be lined with an approved bearing material to minimize damage to the rail guiding surfaces.

**CAR FRAME/PLATFORM/ENCLOSURE**

* Reuse existing car frame. Tighten bolts and replace missing bolts.
* Reuse existing car platforms and replace platform toe guard to meet current code requirements. Tighten bolts and replace missing bolts.
* Balance car front to back and side to side. Provide balancing frames and weights, properly located, to achieve the required true balance.
* Provide a bonding wire between frame and platform.
* Reuse existing car/cab enclosure.
* Provide new car/cab front wall consisting of main return panel, auxiliary return panel, transom panel, car door, and car sill. The front wall finish is to be brushed stainless-steel. Car sill construction is to be aluminum*. Cladding of existing car/cab front wall is not acceptable***.**
* Provide new SnapCab car/cab interior finishes and ceiling per the attached “Exhibit A.”
* Provide one set of protective pads for elevators of sufficient length to completely cover two sides and rear wall of cab interior. Pads shall consist of a minimum of 6 mm (.25 in.) thick fiber insulation securely sewn between flame resistant vinyl coated coverings. The Owner shall approve the color of the covering. Provide stainless steel pad buttons or hooks, spaced at intervals of not more than 150 mm (18 in.) to adequately support pads.
* Provide car top railings as required by code.
* Modify existing hinged top emergency exit cover as required for code compliance. Exit shall be unobstructed when open and shall have mechanical stops on the cover. Provide an exit switch to prevent operation of the elevator when the emergency exit is open.
* Provide duplex, GFCI protected receptacle in car. Locate flush-mounted receptacle on the centerline of the main car operating panel, 150 mm (6 in.) above the car floor.
* Remove existing blower and provide a new blower unit arranged to exhaust through an opening in the canopy. Provide a stainless or chrome plated fan grill on the interior side of the opening. Provide screening over intake and exhaust end of blower. Provide 2-speed fan, with rated air displacement of 250 cfm and 400 cfm at respective speeds. Mount fan on top of car with rubber isolation to prevent transmission of vibration to car structure. Provide a 3-position switch to control the unit in the service panel.

**POWER DOOR OPERATORS**

* Provide a new high-speed heavy-duty door operator to automatically open the car and hoistway doors simultaneously when the car is level with the floor and automatically close the doors simultaneously at the expiration of the door-open time. Provide solid-state door control with closed loop circuitry to constantly monitor and automatically adjust door operation based upon velocity, position, and motor current. Motor shall be of the high-internal resistance type, capable of withstanding high currents resulting from stall without damage to the motor. The door operator should open the car door and hoistway door simultaneously, at a speed of .750 m (2.5 ft) per second. The closing speed of the doors shall be .3 m (1 ft) per second. A reversal of direction of the doors from the closing to opening operation, whether initiated by obstruction of the infrared curtain or the door "OPEN" button, shall be accomplished within 38 mm (1.5 in.) maximum of door movement. Emphasis is placed on obtaining quiet interlock and door operation; smooth, fast, dynamic braking for door reversals, stopping of the door reversal, and stopping of the doors at extremes of travel. Construct all levers and drive arms operating the doors of heavy steel members, and all pivot points shall have ball or roller bearings.
* Provide new car tracks, hanger assemblies, and clutch. Accomplish door restriction through fixed vane door restrictors or special clutch.
* Car and hoistway doors shall be manually operable (open only) in an emergency without disconnecting the power door operating equipment unless the car is outside the unlocking zone.
* It shall not be possible for the doors to open by power unless the elevator is within the leveling zone.
* Provide 3D car reopening device to meet ASME A17.1 2022. The device shall cause the car and hoistway doors to reverse automatically to the fully open position should the unit be actuated while the doors are closing. Unit shall function when the doors are not closed, irrespective of all other operating features except firefighter’s service.
* Provide door "OPEN" and "CLOSE" buttons. When the door "OPEN" button is pressed and held, the doors, if in the open position, shall remain open and if the doors are closing, they shall stop, reverse and re-open. Momentary pressure of the door "CLOSE" button shall initiate the closing of the doors prior to the expiration of the normal door opening time.

**7.0 INSURANCE REQUIREMENTS**

**AGENCY INSURANCE REQUIREMENTS**

To the fullest extent permitted by applicable laws and regulations, the contractor agrees to indemnify and hold harmless Washington County, along with its officials, agents, and employees, from and against all claims, damages, losses, and expenses—whether direct, indirect, or consequential—including, but not limited to, fees and charges for engineers, architects, attorneys, and other professionals, as well as costs related to court actions or arbitration. This indemnification obligation arises out of our results from the contractor 's performance under this Contract, or the actions of the contractor, its officials, employees, or subcontractors, either under this Contract or any other agreements entered by the contractor in connection with this Contract. This indemnification shall survive the termination of the Contract. My insurance shall include all major divisions of coverage and be on a comprehensive basis. Washington County, or such designated entity, shall be named as an additional insured. The contractor shall maintain, at its own expense, the following minimum insurance coverage:

* Commercial General Liability: Each Occurrence
* Bodily Injury Liability.................................... $1,000,000
* Commercial General Liability ....................... $1,000,000
* Property Damage Liability.............................. $100,0000
* Combined Single Limit of................................$1,000,000 (Bodily Injury and Property Damage)
* General Aggregate .......................................... $2,000,000
* Automobile/Vehicle liability This coverage shall be written on a comprehensive form covering owned, non-owned, and leased vehicles. Unless otherwise specified, the liability limits for this coverage shall be at least $1,000,000.
* Workmen's Compensation and Employer's Liability Insurance in compliance with statutory limits and requirements of North Carolina.

Contractor, upon execution of this Contract, shall furnish to the Washington County a Certificate of Insurance reflecting the minimum limits stated above. The Certificate shall provide for thirty (30) days’ advance written notice in the event of a decrease, termination, or cancellation of coverage, Providing and maintaining adequate insurance coverage is a material obligation of the contractor. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies authorized to provide such coverage and authorized by the Commissioner of Insurance to do business in North Carolina. The contractor shall always comply with the terms of such insurance policies and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this contract. The limits of coverage under each insurance policy maintained by the contract shall not be interpreted as limiting the contractor’s liability and obligations under the contract.

**8.0 POST AWARD**

**PRE-CONSTRUCTION MEETING**

A pre-construction meeting will be held two weeks before the project starts. The purpose of this meeting is to ensure all parties understand the project scope and all requirements. This meeting will be held at the project location

**PROJECT REVIEW MEETING**

The contractor shall participate in periodic project review meetings as requested by the County. These meetings will assess project progress, review performance, address issues, discuss problem resolution, explore improvement opportunities, and consider cost-saving ideas.

**REPORTS**

The contractor must provide quarterly updates on the scope of work to the designated Contract Lead. Reports should include total square footage completed, any questions or concerns, and potential challenges for upcoming tasks. The reports must be clear, well organized, and submitted electronically via email on a consistent schedule agreed upon by both parties.

**ACCEPTANCE OF WORK**

The performance of work and/or delivery of goods must be completed in full compliance with the contract requirements and accepted industry practices. Work will be considered complete when both the County and the State of North Carolina accept the Services or Goods. Acceptance of the vendor’s work product shall be based on the following criteria.

**INVOICE/PAYMENT**

The contractor is required to submit invoices directly to Washington County. Specific invoicing details will be determined upon execution of the contract.

* The contractor shall notify the North Carolina Department of Labor for scheduling of a final inspection as per code and specifications.
* Approval must be given that all code requirements have been met, and that installation complies with the specifications before final payment will be made.

**FAITHFUL PERFORMANCE**
The Contract may include provisions to ensure proper performance, such as:

* Bond or similar assurance
* Liquidated damages
* Retainage of a percentage of the Contract value
* Withholding final payment until final deliverable acceptance
* Other provisions ensuring contractor performance
* Provisions to insure compliance with applicable NC laws

**9.0 MINORITY AND DISADVANTAGED BUSINESSES**

The bidder shall include *with the bid proposal* the form Identification of Minority Business Participation identifying the minority business participation it will use on the project *and* shall include either “Affidavit **A** or Affidavit **B**” as applicable.  Forms and instructions are included within the Proposal Form in the bid documents.  *Failure to complete these forms is grounds for rejection of the bid*.

* Successful bidders must submit either Affidavit C or Affidavit D for the hub as part of the required documentation.

**10.0 CONFLICT OF INTEREST**

Contractor must certify that it does not have any actual or potential conflicts of interest with, or adversarial litigation against the County or any of its officers or employees. During the course of the contractual relationship formed pursuant to this solicitation, any such conflict of interest, whether newly arising or newly discovered, must be disclosed to the County in writing.

The following people or their immediate family members shall not have any direct or indirect financial interest in any contract, subcontract, or the proceeds thereof for work to be performed in connection with the grant during their tenure or for one year thereafter: (1) employees or agents of the recipient who exercise any function or responsibility for the project, and (2) officials of the recipient including members of the governing body.

**11.0 PUBLIC NOTICE**

Bid documents become open for public inspection when the bids are opened at the public bid opening.

**12.0 WITHDRAWAL**

**WITHDRAWAL PRIOR TO BID OPENING**

A bidder may withdraw its proposal at any time *prior* to the official bid opening date and time by submitting a written request to Washington County. The request must:

1. Be in writing and signed by an authorized representative of the bidder.
2. Clearly state the intent to withdraw the submitted proposal.
3. Be received by Washington Countybefore the proposal submission deadline.

Withdrawal requests should be sent to:

Washington County

Attn: Laurie Zoll

RFB WITHDRAWAL

P.O. Box 1007, 120 Adams Street,

Plymouth NC 27962

Once a proposal has been withdrawn, it may only be resubmitted if a new proposal is submitted before the bid submission deadline. No proposal may be withdrawn after the bid opening except as permitted by applicable procurement laws and regulations.

 **13.0 COUNTY TERMS AND CONDITIONS**

Vendors must review the Instructions, North Carolina General Terms and Conditions, exhibits, and any updates to ensure compliance. All questions must follow the Proposal Questions section. Changes or updates will be issued through the official RFB addenda.

The County may not consider or evaluate any modifications to terms and conditions submitted with the proposal. The Vendor’s proposal is a firm offer and must remain valid for the period specified. Any additional or modified terms will be disregarded unless agreed upon through negotiation and included in a Best and Final Offer (BAFO). Failure to comply may result in the rejection of the proposal. Washington County has the right to reject all bids

 **14.0 IMPORTANT NOTICE\*\***

**THE COUNTY SHALL DEEM NON-RESPONSIVE IF RESPONDENT HAS FAILED TO INCLUDE ALL REQUIRED INFORMATION, INCLUDING ATTACHMENTS, WITH THEIR SUBMISSION.**

**Required Attachments**

* Bid Form
* Customer Reference Form
* Company Information Form
* Identification of Hub Certified Form
* Hub Affidavit **A** or Affidavit **B**
* State Historic Preservation Office Memo