

**REQUEST FOR PROPOSALS #06-08
ADDENDUM #1
September 28, 2007**

**REQUEST FOR PROPOSALS (RFP) FOR
ELEVATOR MAINTENANCE AND FIRE SERVICE INSPECTION
FOR THE UNIVERSITY OF MAINE**

A mandatory pre-proposal conference was held at the University of Maine Purchasing Department's conference room followed by a site tour on September 20, 2007.

In accordance with paragraph 1.7 of the RFP, responses to inquiries if they change or clarify the RFP in a substantial manner will be forwarded by written addenda to all parties that have received a copy of the RFP. Since the pre-proposal conference was mandatory only those firms that attended the conference are permitted to submit proposals and therefore only those firms are being sent this addendum. The addendum will also be posted on the University of Maine System's Office of Strategic Procurement's web site.

Representatives from the following vendors were present:

Otis Elevator
Pine State Elevator
Stanley Elevator
ThyssenKrupp Elevator

- Cover Page and page 5, paragraph 1.13; Proposal Submission. The due date has been changed from Thursday, September 27, 2007 to Thursday, October 18, 2007.

Note: During the conference the University agreed to move out the date to October 11th, however since it has taken longer than anticipated to issue the addendum, the University has decided to push the due date out one more week to give all vendors adequate time to develop and submit their proposals.

- No reference available; Five-Year Testing. The last 5-year tests were performed in January 2006. Because the contract is for one-year with extensions vendors were questioning how this service was to be priced in their proposals. Bidders are to provide a price for performing the 5-year tests as a separate line item in their response.
- Page 3, paragraph 1.3; Scope. Add the following: "The Contractor shall be responsible for contacting and arranging for elevator inspection following repair or maintenance activities as required by State regulations."
- Page 3, paragraph 1.3; Scope; Page 16, paragraph 4.3.4; Maintenance Plan; page 29, paragraph 5.24; Annual Services. Clarification for fire testing. The University pays to have smokes set off; the Contractor witnesses and signs off on the paperwork. Fire testing is done after hours. If there is a smoke detector failure, the return visit of the Contractor is included within the Contract price unless the problem is with the building – in that instance the University pays for the return visit of the Contractor.
- Page 6, paragraph 2.3; Contract Term. There was a question about the contract start date. The language provided in the paragraph is correct as written, the Contract shall begin on the date that a Contract is awarded or Contract signed.
- Page 10, paragraph 2.23; Confined Space. The University anticipates having a written policy by Wednesday, October 3, 2007.

- Page 15, paragraph 4.2.3; Lost Accounts. The University is only interested in accounts of a similar size and service in the New England region.
- Page 17, paragraph 4.10; Standby Service Days. Auxiliary Services wants standby services for move in days – 2 days per year; both weekdays; 8-hour days.
- Pages 19 – 24; Pricing and List of Elevators. Two corrections - the Bryand Global elevator is a roped hydraulic and DTVA #3627 has 2 stops.
- Page 25, paragraph 1.5; Annual Test. Change the last sentence of the paragraph to read: “Copies of the inspection certificates, provided by the University, shall be maintained in each elevator car by the Contractor.” The prior sentences in this paragraph will stay the same.
- Page 26, paragraph 2.9; Equipment Covered. There was a request to exclude elevator car guide rails. The University has decided to leave the language/requirement unchanged.
- Page 26, paragraph 2.13; Equipment Covered. There was a request to exclude elevator car doors. The University will modify the paragraph as follows: “The entire door mechanism is covered excluding the outer panel.”
- Page 29, paragraph 5.26; Annual Services. Remove the words “move out”.
- Page 32, paragraph 11.0: Availability of Rotating Elements. There was a request to change or modify this requirement. The University has decided to leave the language/requirement unchanged.
- Page 32, paragraph 12.0; Work Hours. There was a request to clarify the emergency twenty-four hour call back language. Everyone was fine with emergency call backs for minor issues, but wanted clarification for major repairs. The University wants the vendor to stay and work until the problem is resolved or until work can go no further due to lack of parts. At that point the elevator would be locked out, the parts ordered as soon as possible and the elevator repaired as soon as possible after receipt of required parts.

END

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