



**REQUEST FOR PROPOSALS
ELEVATOR INSPECTION SERVICES**

DULUTH TRANSIT AUTHORITY

Addendum #2

October 30, 2020

1. Please note: The Bid Due Date for Elevator Inspection Services HAS BEEN CHANGED to:

2:00 P.M. TUESDAY, NOVEMBER 10, 2020.

Please change your records accordingly.

2. The DTA held a prebid meeting on Tuesday, October 27, 2020. Attendees included: Ryan Rognlie, Jim Stewart, Otis Elevator, Ryan Boe, All City Elevator, Matt LaFlamme, Jason Klott, MEI, Michelle Immerfall, Nancy Brown, DTA.

3. Clarification: The DTA will be posting a sign off sheet in each elevator room for the technician to sign when any work is done, to assist the DTA in tracking the work completed.

4. Inspection and Repair reports must be submitted electronically prior to submission of invoices for any work. Failure to provide reports shall be cause for withholding payment.

5. The Bid evaluation criteria is noted in the Technical Specifications: %Evaluation of the Bids will be based on the annual cost for inspection and routine maintenance services, the rates for non-routine services, the mark up rate for parts, the costs in the option periods, and the responsiveness and responsibility of the Bidder.+ Verification of licensure will be part of the evaluation.

6. Preventative Maintenance is not considered %repairs+. Repairs are non-routine and separate from preventative maintenance requirements. Repairs are to be performed during normal business hours unless the DTA Project Manager requests emergency services.

7. Some of the repairs on the elevators include:

a. Seals and rollers on the elevator in the Operations Center. This elevator does not get used a lot. Sometimes it drops, but it corrects on subsequent operations. This elevator is almost 40-years old.

b. DTC elevator A is heavily used, it is the only elevator that serves all four floors of the DTC. There has been some minor vandalism and door timing adjustments. There is a heater in the pit that must be adjusted seasonally. This elevator is four years old.

c. Elevator B serves two floors of DTC. It has had a seal replaced and door repairs due to vandalism. There is a heater in the pit that must be adjusted seasonally. This elevator is four years old.

d. It is unknown when the elevator at TCE was installed. It has older operating mechanisms and is not used very often since the building does not presently

have any retail tenants. A leak in the cylinder and water leaks on the boards have been repaired in the recent past.

8. Inspection reports for the DTC elevators are available on the DTA website. Inspection reports for the Operations Center and TCE have been requested but may not be available prior to the Bid due date.