



OFFICE OF THE PURCHASING AGENT

TOWN OF ARLINGTON  
730 Massachusetts Avenue  
Arlington, MA 02476

Telephone (781) 316-3003  
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DATE: January 25, 2021

TO ALL BIDDERS

BID NO. 21-02

SUBJECT: Elevator Improvements/Ottoson Middle School

**ADDENDUM NO. 1**

TO WHOM IT MAY CONCERN:

With reference to the bid request relative to the above subject, please note the following:

**SEE ATTACHED**

**ADDENDUM MUST BE ACKNOWLEDGED WITH BID SUBMISSION.**

All other terms, conditions and specifications remain unchanged.

Very truly yours,

Town of Arlington

Domenic R. Lanzillotti  
Purchasing Officer

# ELEVATOR CONSULTING ASSOCIATES

3 Charmarand Row  
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01/21/2021

Fergal O'Brien  
Superintendent of Building Maintenance  
730 Massachusetts Avenue  
Arlington, MA. 02476-0002

Re: Ottoson Middle School  
63 Acton Street  
Arlington, MA.  
Pre-Bid Meeting Report

Dear Mr. O'Brien:

The following report is the result of a pre-bid meeting that took place on 01/20/2021 at the Ottoson Middle School, 63 Acton Street, Arlington, MA.

Three elevator contractors attended the meeting; Motion Elevator, Embree Elevator and 3 Phase Elevator. The meeting started at 9 AM with elevator #1.

The elevator contractors were informed about the Scope of Work outlined in the Improvement Specifications.

The following items were added to the Elevator Contractor's Scope of Work.

1. Protective pads shall be supplied with the new cab enclosure and pad hooks shall be installed by the cab manufacturer on the side and rear walls and on the section containing the car operating panel.
2. The existing position indicator located on the 1<sup>st</sup> floor shall be eliminated and the junction box covered with a stainless steel plate. The new car operating panels and the hall push button fixtures shall be equipped with digital position indicators.
3. The existing access key switches shall be removed and their space covered with stainless steel plate. The new access switches shall be manufactured by GAL.
4. 16 standby hours shall be added to the Contractors bid for each elevator.
5. All bids shall be based on equipment provided by the manufactures listed on Page 7, Item # 2.01, Paragraph A.

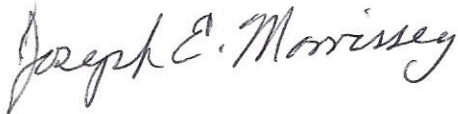
Bids are due on February 3<sup>rd</sup>, 2021.

The following work shall be performed by the Town of Arlington.

1. New main line disconnect switches shall be installed in each machine room. Please refer to Page 4 of the Specifications: Item # 4 a. A set of contacts is required to be installed in the new disconnect switches for the purpose of detecting actual loss of power to the elevator. Loss of power will activate a Rescuvator which will send the elevator to the lowest landing, open the doors and allow passengers to exit thereby eliminating entrapments during a power loss.
2. New 120 Volt disconnect switches shall be installed in each machine to provide power to the car lights. The disconnect switches or breakers shall be of the lockable type.
3. Please refer to Page 4, Item # 4 for additional work by the Owner.
4. Split systems shall be installed in each machine room to maintain humidity and temperatures required by the state elevator codes and the manufacturers.
5. Motorized dampers shall be installed in the open vents located at the top of each hoistway. The dampers shall be normally closed except during a general alarm or when a thermostat activates the damper. Thermostats shall be located at the top of the hoistway and in the machine room.

Please call if you have any questions.

Respectfully Submitted

A handwritten signature in cursive script that reads "Joseph E. Morrissey".

Joseph E. Morrissey