

PURCHASING DEPARTMENT

**TOWN OF ARLINGTON
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August 28, 2023

Invitation for Bids #23-55

Elevator Maintenance Service Contract
Various Buildings

ADDENDUM NO. 1

The purpose of this addendum is to answer questions received from interested firms.

1. Question: The Price Sheet for Year 1 (2023-2024) asks for costs of 36 annual inspections, and then pricing for Six (6) 5-year weight inspections.
 - a. Since there are only 36 cars in total, can we submit pricing for 30 elevators on annual inspection, and pricing for the 6 elevators on the 5-year weight inspection for Year 1? There shouldn't be an additional charge if we are already submitting pricing for all 36.

Answer: The price sheets should be completed as is. Quantities are estimated and not guaranteed.

2. Question: Since 16 of the units are WCL, they only require testing every 2 years. Does the Town still want to include them and their inspection price for all three years?
 - a. Ideally, we would like to submit pricing for the WCL when applicable, is this possible to clarify? Otherwise, the Town would be billed for inspections that will not be needed.

Answer: The price sheets should be completed as is. Quantities are estimated and not guaranteed.

3. Question: Are any regular time or overtime call backs included or are they billable?

Answer: Regular time call backs/service calls will be billable at the regular hourly rate. Overtime will be billable at the overtime hourly rate.

4. Question: Are any clarifications/exceptions allowed? Or will this eliminate our opportunity to be awarded?

Answer: Bids must be unconditional.

5. Question:
Is billing quarterly?

Answer: Invoices should be submitted on a monthly basis.

6. Question: Could you share a rough estimate of the Town's repair/upgrade budget in previous and/or upcoming years?

Answer: The Town does not have a set budget for elevator repairs/upgrades.

7. Question: What is the process if a repair is above the \$5,000 cap?

Answer: For repairs above the \$5,000 cap, the Town may seek proposals from multiple vendors or undertake an advertised bid process.

All other terms and conditions of the bid documents remain unchanged.

ADDENDUM MUST BE ACKNOWLEDGED ON THE BID FORM. FAILURE TO ACKNOWLEDGE ANY OR ALL ADDENDA COULD RESULT IN REJECTION OF YOUR BID AS NON-RESPONSIVE.

James Feeney, Town Manager