



Finance

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ADDENDUM NUMBER 4
RFP- ELEVATOR PREVENTIVE & CORRECTIVE
MAINTENANCE SERVICES
CONTRACT S6-0221.1
JULY 26, 2021

To all holders of RFP Documents; please be advised that this Addendum Number 4 provides responses to those questions arising from the mandatory prebid meeting held on June 21, 2021, as follows:

1. What is the City of Wilmington currently paying monthly for maintenance? *Total monthly estimate is \$2,866.17 per month*
2. What did the City of Wilmington pay in extra charges for the year prior to Covid-19? *The City paid \$2,900.00 in additional services.*
3. On page 5 section 3.2.4 it references section 3.3.3. Should this reference be for 3.2.3? *Yes, this is a typo. It should read 3.2.3.*
4. Attachment A, Section 4.a, system restart. If the elevator is unable to be simply restarted or reprogrammed after an electrical event due to damaged equipment, It is our understanding that this will become corrective maintenance as opposed to preventative maintenance? *This is correct. In the event of a power outage or need for restart and it is during normal operating hours, City staff will first try to restart the equipment. If that is unsuccessful, the contractor will be called to come out and restart the equipment as PM. After hours, the contractor will be in initial contact for restarts that are necessary due to occupied status. If however the restart requires repairs be made to facilitate the restart, those would be handled as corrective maintenance.*
5. There is no mention in the RFP concerning obsolete components. Will the awarded contractor be responsible for the cost replacing the manufacturer's obsolete components. *No, that would be negotiated as a corrective repair project and handled separately.*
6. Attachment A, Section 5, Preventative Maintenance. It is our understanding that manufacturer's obsolete components will not be covered under the preventative maintenance portion of the contract. *That is correct, obsolete parts are not included in the expectation for work.*

7. How many entrapments has the city of Wilmington had in the past year? *The City knows of one entrapment which was at 305 Chestnut Street. It was resolved quickly however, and would not have required a call out. The modernization project will eliminate the issues that caused that event also.*
8. Is this portion of the insurance qualifications necessary for this contract? “(4) Pollution liability coverage equivalent to that provided under the ISO pollution liability-broadened coverage for covered autos endorsement (CA 99 48) shall be provided, and the Motor Carrier Act endorsement (MCS 90) shall be attached when those exposures exist.” *This provision is stricken from the proposed insurance language.*
9. Can the NON-COLLUSION AFFIDAVT titled in North Carolina, the County of New Hanover, be notarized by a South Carolina Notary? *Yes, any affidavits may be notarized by a notary from another state.*
10. Is the City able to provide bid tabulations from the most recent maintenance RFP? *No, these documents are more than likely in storage off site.*
11. What is the target completion date for the Municipal building elevators that are currently undergoing a modernization? Will coverage for these units start upon completion of this work, or after the elevator modernization service warranty? If so, how long is this warranty service interval? *The City anticipates completion by December 2021. Coverage is currently provided under the award for modernization but these will roll into the contract once operational. Warranty will cover any covered repairs only. The City still expects PM to be maintained on the new elevators throughout the warranty period.*
12. Per the pricing sheet on page 15 of the RFP, is the #8 line item calling for hourly labor rate to be multiplied by 100 hours? *Yes, this provides a figure for the City’s award and is what the City will start the contract with. It can be increased if necessary as we move through the contract period.*
13. How does the city define the scope of services for corrective maintenance? Does this form of maintenance include repair items caused by items beyond our control that would affect the operation of the elevator? (I.e. power outage, storm damage, water damage, lightning, vandalism, etc.) *Corrective maintenance is any repair required for any reason. ALL CORRECTIVE MAINTENANCE WILL BE ACCOMPLISHED BY A WRITTEN ESTIMATE PROVIDED TO THE CITY FOR APPROVAL. NO CORRECTIVE COSTS ARE TO BE INCLUDED EXCEPT #8 ON THE PRICING SHEET. Corrective repair costs will be based on the provided figures in #8 but will be added to the contract as necessary.*
14. Will monthly service visits be required for all of these elevator units, or only the traction elevator unit types (Municipal, and Fire Headquarters)? *As defined on the Pricing sheet, all elevators require quarterly inspections only.*
15. Will all travel time and travel costs be the responsibility of the vendor, primarily when responding to corrective maintenance causes that are beyond our control? *Travel for PM should be covered in your bid amount. Corrective maintenance travel may be added to the written estimate for negotiation for payment if you are not currently in town performing a PM service for the City of Wilmington.*

16. Will monthly fire service testing be required by the vendor, or handled by the city under the scope of this RFP? *The City will assume responsibility for any required monthly fire service testing.*

Thank you for participating in the above reference RFP.

Daryle L. Parker, Purchasing Manager
Purchasing Division

END OF ADDENDUM NUMBER 4