

# ELEVATOR MODERNIZATION

## REQUEST FOR PROPOSAL

1300 Paris St  
Sudbury, Ontario



November 25, 2021

## Scope of Work

1300 Paris Street Sudbury is an office building currently undergoing a major modernization. The single Otis basement traction passenger elevator is being upgraded as well. ENGIE Services Inc., on behalf of the owner, is inviting Contractors to submit quotations for the modernization of one (1) basement geared passenger elevator. Work will include new controller, hoist machine, ropes, governor, visual upgrades including new operating fixtures and cab interiors, interim and warranty maintenance, and associated works.

## Existing Equipment

Number of Units	1
Make	Otis
Type	Basement Geared Traction
Control	2 Speed AC
TSSA ID	22785
Installation circa	1970
Capacity	907 kg
Speed	1.01 m/s
Stops and Openings	3 stops, no rear
Machine	Otis 19BT
Motor	Otis
Controller	Otis 11 N1CL
Door Type	Single speed side opening
Door Operators/Locks	Otis
Fixtures	Upgraded circa 2000
Car Enclosure	Original

## **Instruction to Bidders**

### 1. Contacts

All questions related to this request for quotation should be addressed to Near North Elevator Consulting (Consultant) – Michael Levis by phone (705) 828-3443 or e-mail at [mlevis@nnelevator.com](mailto:mlevis@nnelevator.com).

### 2. Proposal Submission

Quotations will be received via email to Paul Gillett [paul.gillett@engie.com](mailto:paul.gillett@engie.com) and the Consultant at [mlevis@nnelevator.com](mailto:mlevis@nnelevator.com) , on the bid forms provided no later than Thursday December 16, 2021 at 2:00 EST.

Quotations must be stipulated lump sum with HST extra.

Proposals will be evaluated based on commitment to schedule, price, contractor performance history, product offering, hourly rates, and future maintenance price. The lowest, or any, proposal need not be accepted by the Owner. The Owner shall have the right to evaluate competing bids in accordance with its own criteria for evaluation applied to the specific item or work being proposed, whether or not such criteria has been expressly related to the Bidders.

### 3. Site Inspection

A mandatory site inspection will be conducted on Thursday December 9, 2021 at 11:00 AM. Meet at the lower level construction entrance. Persons planning to attend will confirm to the Consultant at [mlevis@nnelevator.com](mailto:mlevis@nnelevator.com).

Any bidder not attending the site inspection will be responsible for arranging their own inspection. The Consultant and the Owner take no responsibility for information missed or misunderstood by bidders not attending the site inspection.

## **1.0 General Instructions and Conditions**

### 1. Examination of Site

Bidders must review all existing site conditions and satisfy themselves as to the extent of the works, access, limitations, storage, and space requirements. Bidders must clearly identify any preparatory work required by the owner with their proposals.

No extra costs will be considered for failure of the contractor to include these costs in their proposals.

### 2. Schedule

The bidder will submit with their bids a proposed schedule for the work including approval drawings, engineering, procurement, delivery and installation times.

After job start-up, work must proceed non-stop until completion. Site personnel must not be removed from the site during regular working hours without owner's permission.

### 3. Insurance

The successful bidder shall, at its own expense, obtain and maintain until completion of the contract, insurance as outlined below.

- a) Comprehensive General Liability insurance for an amount not less than Five Million (\$5,000,000) dollars per occurrence issued by firms licensed in the Province of Ontario. Coverage to include contractual liability, broad form property damage, non-owned automobile, liability, personal injury, contractual liability, owners and contractor's protection coverage, product liability, completed operations, cross liability and contingent employer's liability.
- b) Standard Form Automobile Liability Insurance, including Ontario no-fault coverage, for an amount not less than Two Million (\$2,000,000) dollars per occurrence. Coverage to include owned, leased, or rented vehicles.
- c) The Owner; the Property Manager; and the Elevator Consultant shall be named as additional insured on an Owner's and Contractor's Protective Policy.

- d) Insurance certificates shall include the following, “It is understood and agreed that thirty (30) days advanced written notice of cancellation, non-renewal, reduction and/or material change shall be provided to the owner”.
- e) A certificate of insurance will be provided before commencement of work on site.

#### 4. Liability

The successful bidder shall indemnify and hold the owner and the consultant harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part, by any negligence or acts or omissions, whether willful or otherwise by the bidder, it’s agents, officers, employees, or other persons for whom the bidder is legally responsible.

Neither the Owner or the Contractor shall be held liable or responsible for any failure to perform or any delay in performing under this agreement, if and to the extent, that such failure or delay is the result of any event beyond the reasonable control of the parties including but not limited to acts of government, civil commotion, malicious mischief, fire, flood, public emergency, revolution, riot, war or acts of God.

#### 5. Payment Terms

Payment terms shall be as follows:

Engineering and procurement	15%
Material delivery to site	50%
Progress Draw 1	12.5%
Progress draw 2	12.5%
On satisfactory completion of deficiency items and deliverables	10%

The final 10% of the contract cost will be retained by the owner until all identified deficiency items are cleared to the satisfaction of the owner and the consultant.

#### 6. Warrantee

The contractor will warrant labour and materials against all defects and, meet the quality and specifications described in this tender, for a period no less than twelve (12) months from date of completion to the satisfaction of the owner.

## 7. Contract

The form of contract will be CCDC2-2008, Stipulated Sum Contract.

## 8. Qualifications of Bidder

In submitting a proposal, the bidder acknowledges that they are a duly licensed contractor in the Province of Ontario and will use only qualified personnel holding valid EDM certifications. All work is to be completed to CAN/CSA B44-2010 code and must conform to latest requirements of the Technical Standards and Safety Authority at date of proposal.

## 9. Removal of Materials

All elevator materials removed during the course of the work and all packaging waste shall become property of the contractor and shall be removed from the site in a timely manner. Disposal of all materials shall conform to local environmental regulations.

## 10. Permits and Inspections

The contractor shall prepare and pay for, all TSSA required submissions and inspections in a timely manner to avoid delays in completion of the project. Submit a copy of the registered documents to the owner.

## 11. Manuals

Upon completion of the project, provide the owner with one (1) hard copy and one (1) electronic copy on CD or flash drive of all as-built wiring diagrams, TSSA approved submission, manufacturers maintenance and operating manual as well as, controller, drive and floor positioning system troubleshooting manuals. Hard copy will be placed in a tabbed binder(s) and kept in the machine room. Wiring Diagrams to be plasticized.

## 12. Non-Proprietary Equipment

All new equipment provided shall be arranged to permit maintenance, troubleshooting and adjustment by competent elevator mechanics without the use of proprietary tools, information, or equipment. If special tools are required, provide owner with tools, operating instructions, and error codes.

### 13. Approvals

Approvals will be required for car and hall operating fixtures and car cab interior prior to release for manufacture. Submit samples, brochures drawings to the consultant in a timely manner so as not to delay the delivery of the equipment.

### 14. Housekeeping

On commencement of the work perform a through clean down of the entire shaft. The work site must be kept clean and tidy at all times. Normal operation and use of the building must be maintained throughout all normal hours of operation.

### 15. Workers Compensation

Prior to commencement of work, contractor will provide a WSIB clearance certificate.

### 16. Barricades and Protection

The contractor shall be responsible for erection and maintenance of barricades and protection of existing property in accordance with government regulations. Temporary hoarding between elevator shafts shall be erected if applicable. If this work requires shutdown of both elevators, work is to be completed after hours as scheduled with the owners and overtime costs included in the proposal.

### 17. Existing Equipment Retained

Doors, frames, door hangers, tracks, platform, rails, and pit equipment will be retained. Clean, lubricate and adjust retained equipment in accordance with the maintenance provisions of the contract. Replace all worn door rollers and gibbs.

### 18. Manpower

Contractor will provide a copy of TSSA licenses for all employees working on the site. Where lead mechanic employees do not have EDM-A licenses, a copy of the employee passport will be provided, and contractor will outline how they will be supervised.

### 19. Safety

Contractor will perform work with a "SAFETY FIRST" approach. A Job Hazard Analysis (JHA) will be prepared and posted on site at the start of each workday reviewing tasks to be completed that day, potential hazards, and mitigation activities to eliminate or manage the risks.

Contractor will comply with all Ontario regulatory safety requirements including Ontario Health and Safety Act and Safe at Work Ontario initiatives.

## 20. Allowances

Where allowances are included into the contract, the contractor will provide copies of all invoices and all related costs for the specified work plus a 15% administration fee. The total cost will be offset by the contract allowance. Where the allowance is insufficient to cover actual costs, the contract price will be increased accordingly. Where actual costs are less than the allowance, the contract prices will be reduced accordingly.



## **2.0 New Equipment to be provided**

### 1. Controller

Provide new microprocessor-based controller designed specifically for elevator usage in accordance with latest CAN CSA B44 and TSSA standards. Controllers will be non-proprietary and will include on-board diagnostics for troubleshooting. Adjustment of door operations (open, close, dwell), motion control (acceleration, deceleration), floor cutout and parking options will be included. Controllers will be as manufactured by GAL, JRT, or approved equivalent. Bidder proposing alternative control system will provide with their bids, complete system description and outlining how their product meets the non-proprietary requirements of the specifications.

### 2. Motor Drive

Provide AC VVVF solid state drive with closed loop feedback technology designed specifically for elevator usage to work in harmony with the elevator control system.

### 3. Motor

Provide new AC electric motor (Imperial or equivalent) properly sized and designed specifically for elevator usage. Motor will have minimum class F insulation and rated for maximum temperature rise of 50 degrees C under continuous usage.

### 4. Machine/Brake

Provide new elevator hoisting machine (Hollister Whitney, Torin, or approved equal) complete with new brake and appropriate diameter drive and new deflector sheaves as required. Mount on engineered vibration and sound isolation pads to minimize transmission to the building structure.

### 5. Position Dictation

Provide a compatible elevator position sensor device to accurately dictate to the controller the position of the car, +/- 6mm, to the controller. Provide means to re-establish car position automatically following a power interruption.

## 6. Uncontrolled Motion Device

Provide new Hollister Whitney rope gripper device, or approved equal, in accordance with CAN CSA B44-10 and TSSA Directors Rulings, including latest supplements.

## 7. Governor

Provide new elevator over speed governor and new governor ropes.

## 8. Ropes

Provide new hoist ropes.

## 9. Fireman's Service

Provide automatic firefighters emergency operation, with automatic recall and in-car service, in accordance with the requirements of CAN CSA B44-10 and TSSA Directors Rulings, including latest supplements.

## 10. Operating Fixtures

Provide new car and hall operating fixtures, hall position indicator, new in-car lanterns in car door jambs, voice annunciation, and hands-free phone. All lamps will be long life LED and will provide adequate illumination in all ambient light conditions. Buttons will include Tactile and Braille symbols adjacent to the buttons.

Provide one (1) new car operating station per that will incorporate floor buttons, voice annunciation, digital car position indicator, car direction indicator, alarm, door open/close, hands-free telephone, and the fire service cabinet. Provide a lockable service cabinet including emergency stop key switch, independent service switch, light, and fan switch, and 120vac outlet.

New hall stations are to be located at handicap height. The existing extended height hall stations to be removed and new hall stations and back boxes provided. Include double buttons at each intermediate floor. At main floor include, fire recall switch, communication failure reset, and associated jewels. Include a new digital hall position indicator at main.

All fixtures will be designed to meet the requirements of Appendix E of B44-2010 code.

## 12. Car Enclosure

Contractor will include an allowance of \$20,000 for refinishing the car cab interior. Once a basic cab design is finalized the contractor will obtain and submit a minimum of 2 quotes from 3<sup>rd</sup> party cab suppliers. On approval by the owner, the contract price will be adjusted up or down in accordance with clause 20 of the General Conditions.

## 13. Door Equipment

- a) Provide a new linear style heavy duty door with closed loop feedback control.
- b) Retain and refurbish existing Otis 6940 door interlocks.
- c) Renew all door closers mechanisms
- d) Provide new nickel silver car sills at all car openings.
- e) Provide new car door rollers. Replace all worn hall door rollers as required to provide quiet, smooth operation at each floor.
- f) Provide car door restrictor mechanisms in compliance with B44 Code.

## 14. Access Switch / Unlocking Devices

Provide unlocking devices at each floor and hoistway access key switches at the top and bottom floors.

## 15. Roller Guides

Replace existing car sliding guides with new 5" dia. ELSCO model B roller guides and adjust for smooth quiet operation. Clean and retain counterweight slide guides.

## 16. Wiring and Traveling Cable

Provide new hoistway, machine room and traveling cable wiring. New traveling cable will contain a minimum of 2 coax cables and 8 shielded pairs for future security features and video equipment. Run traveling cable direct to the controller without a junction box in the hoistway.

## 17. Guarding

Existing component style machine room guarding may be retained or replaced at Contractors discretion.

## 18. Operational Features

a) Independent Service – Provide a key initiated operation that will remove the elevator from group operation and provide elevator operator control of the movement of the elevator car.

### **3.0 Execution**

#### 1. Installation

All work will be completed in a first class, workman like, manner in accordance with CSA B44-2010 code, and all applicable regulation in the Province of Ontario.

#### 2. Car weight and overbalance confirmation

Prior to removal from service for modernization contractor must confirm the pre-start dead weight of the elevator car vs. the posted weight on the crosshead data tag. The contractor will also confirm the pre-start overbalance percentage. Significant discrepancies will be reported to the Consultant. The contractor will include for additional counterweight up to 100kg in their base quotation.

#### 3. Material Delivery

The contractor is responsible for delivery of material to the machine room including crane costs, wall openings, temporary protection and restoration of doors, windows, and openings.

#### 4. Inspection

Arrange and pay for inspection and acceptance of the elevator installation by the TSSA as required by law. Submit a copy of registered TSSA submission and final inspection report to the owner upon completion.

Conduct a walkthrough of elevator operations with the owner detailing standard elevator operations, emergency procedures and on-going maintenance.

#### 5. Cleaning

On commencement of the work, vacuum down elevator shafts including car tops, dividing beams and sills.

On completion, all work areas and storage spaces will be restored to 'as found' or better condition.

Machine room, car top, hoistway and pit will be cleaned of all construction debris.

All protective shipping coatings will be removed from elevator products. All stainless-steel surfaces will be washed and cleaned.

## 6. Workmanship

Supply only new, unused, equipment where new materials are specified. Install all work in a first-class workmanlike manner.

## 7. Painting

Prior to handover of the completed installation, clean and paint pit and machine room floor and equipment. All paint must be low VOC and approved by the Owner prior to application.

## 8. Maintenance

Upon award of the contract, the successful bidder will become responsible for all interim full-service maintenance of the elevator from start of work on site through to completion of both cars. On completion and handover to the owner, the contractor will provide 12 months warranty period maintenance services as part of this scope of work. Full maintenance services will include routine maintenance, emergency callback service and minor or warranty repairs.

Cost of interim and warranty maintenance services will be included in the base bid.