

Solicitation 2014-176

Maintenance: Elevators/Escalators

Bid designation: Public



Collin County

Bid 2014-176 Maintenance: Elevators/Escalators

Bid Number **2014-176**
 Bid Title **Maintenance: Elevators/Escalators**

Bid Start Date **In Held**
 Bid End Date **Sep 25, 2014 2:00:00 PM CDT**
 Question & Answer End Date **Sep 19, 2014 5:00:00 PM CDT**

Bid Contact **Judy Davis**
Buyer II
Purchasing
972-548-4122
judydavis@co.collin.tx.us

Contract Duration **1 year**
 Contract Renewal **Not Applicable**
 Prices Good for **90 days**
 Pre-Bid Conference **Sep 16, 2014 10:00:00 AM CDT**
Attendance is mandatory
 Location: A mandatory pre-Bid conference will be held at 10:00 a.m., Tuesday, September 16th, 2014 at the Collin County Central Plant located at 4600 Community Blvd., McKinney, Texas 75071. All prospective offerors are requested to have a representative present. It is the offeror's responsibility to review the site and documents to gain a full understanding of the requirements of the bid.

Standard Disclaimer *****Note to Bidders/Offerors~The following standard disclaimer applies to Invitation to Bid (IFB), Competitive Sealed Proposal (CSP), and Request for Proposal (RFP) ONLY, not applicable to Request for Qualifications (RFQ) or Request for Information (RFI).*****
 Mailing Address:
 Collin County Purchasing
 2300 Bloomdale Rd., Ste 3160
 McKinney, TX 75071
 Prices bid/proposed shall only be considered if they are provided in the appropriate space(s) on the Collin County bid form(s). For consideration, any additions or deductions to the bid/proposal prices offered must be shown under the exceptions section of the bid/proposal in the case of electronic submittal, ONLY in the case of a hard copy submittal will an additional attachment be allowed. Extraneous numbers, prices, comments, etc. or bidder/offeror generated documents appearing elsewhere on the bid or as an additional attachment shall be deemed to have no effect on the prices offered in the designated locations.
 All delivery and freight charges (F.O.B. inside delivery at Collin County designated locations) are to be included as part of the bid/quote/proposal price. All components required to render the item complete, installed and operational shall be included in the total bid/quote/proposal price. Collin County will pay no additional freight/delivery/installation/setup fees.

Bid Comments **The intended use for this is to describe requirements for full maintenance services of elevators and escalators located at various locations within Collin County as indicated below.**

Item Response Form

Item **2014-176--01-01 - State Total Price per Month for Park Plaza - Plano**
 Quantity **12 month**
 Unit Price
 Delivery Location **Collin County**
Collin County- See P.O.
 See P.O. for Delivery Location

2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
 Qty 12

Description

2 - American Challenger 2000, Hydraulic Lift 1- Montgomery, Hydraulic

Item 2014-176--01-02 - **State Price for Justice Center**

Quantity 12 month

Unit Price

Delivery Location

Collin County

Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
 Qty 12

Description

1 - Montgomery, Hydraulic (requires 24 hour service) 1 - Autoquip, Hydraulic #FLH-4 1 - Kone, Gearless

Item 2014-176--01-03 - **State Total Price per Month Central Plant**

Quantity 12 month

Unit Price

Delivery Location

Collin County

Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
 Qty 12

Description

1 - Montgomery, Hydraulic

Item 2014-176--01-04 - **State Total Price per Month - Courthouse, Bloomdale**

Quantity 12 month

Unit Price

Delivery Location

Collin County

Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071
 Qty 12

Description

11 - Schindler Elevators, Gearless, 4 - Wheelchair Lifts, 6 - Shindler, Escalators.
 To include unlimited callbacks to reset Escalator Safeties during normal working hours.

Item 2014-176--01-05 - **State Total Price per Month - Administration Building, Bloomdale**

Quantity 12 month

Unit Price

Delivery Location

Collin County

Collin County- See P.O.
 See P.O. for Delivery Location
 2300 Bloomdale Rd.
 Ste. 3160
 McKinney TX 75071

Qty 12

Description

2 - Shindler, Gearless

Item	2014-176--01-06 - State % Mark Up applied to actual parts or material
Quantity	1 each
Percentage	<input type="text"/>
Delivery Location	Collin County <u>Collin County- See P.O.</u> See P.O. for Delivery Location 2300 Bloomdale Rd. Ste. 3160 McKinney TX 75071 Qty 1

Description

State % Mark Up applied to actual parts or material costs when equipment serviced are not covered under this contract.

Item	2014-176--01-07 - State Hourly Rate for Service Calls not Covered by Contract
Quantity	1 hour
Unit Price	<input type="text"/>
Delivery Location	Collin County <u>Collin County- See P.O.</u> See P.O. for Delivery Location 2300 Bloomdale Rd. Ste. 3160 McKinney TX 75071 Qty 1

Description

State Hourly Rate for Services not covered under this contract for Regular Hours M-F 8 AM to 5 PM excluding county holidays to include trip charge, fuel, tools, and vehicle expenses.

Item	2014-176--01-08 - State Hourly Rate for Overtime Services not Covered by Contract
Quantity	1 hour
Unit Price	<input type="text"/>
Delivery Location	Collin County <u>Collin County- See P.O.</u> See P.O. for Delivery Location 2300 Bloomdale Rd. Ste. 3160 McKinney TX 75071 Qty 1

Description

State Hourly Rate for Service Calls not covered by contract for Overtime Hours M-F after 8 AM and Saturdays, excluding county holidays to include trip charge, fuel, tools, and vehicle expenses.

Item	2014-176--01-09 - State Hourly Rate for Double Time Service Calls not Covered by Contract
Quantity	1 hour
Unit Price	<input type="text"/>
Delivery Location	Collin County <u>Collin County- See P.O.</u> See P.O. for Delivery Location 2300 Bloomdale Rd. Ste. 3160 McKinney TX 75071 Qty 1

Description

State Hourly Rate for Service Calls not covered by contract, Double Time Hours Sundays, County Holidays to include trip charge, fuels, tools, and vehicle expenses.



COLLIN COUNTY, TEXAS TERMS AND CONDITIONS

1.0 GENERAL INSTRUCTIONS

1.0.1 Definitions

1.0.1.1 Bidder/Quoter/Offeror: refers to submitter.

1.0.1.2 Vendor/Contractor/Provider: refers to a Successful Bidder/Quoter/Contractor/Service Provider.

1.0.1.3 Submittal: refers to those documents required to be submitted to Collin County, by a Bidder/Quoter/Offeror.

1.0.1.4 IFB: refers to Invitation For Bid.

1.0.1.5 RFQ: refers to Request For Qualifications

1.0.1.6 RFP: refers to Request For Proposal.

1.0.1.7 RFI: refers to Request For Information.

1.0.1.8 CSP: refers to Competitive Sealed Proposal

1.0.1.9 Quotation: refers to Request for Quotation

1.1 If Bidder/Quoter/Offeror do not wish to submit an offer at this time, please submit a No Bid Form.

1.2 Awards shall be made not more than ninety (90) days after the time set for opening of submittals.

1.3 Collin County is always conscious and extremely appreciative of your time and effort in preparing your submittal.

1.4 Collin County exclusively uses BidSync for the notification and dissemination of all solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other company.

1.5 A bid/quote/submittal may not be withdrawn or canceled by the bidder/quoter/offeror prior to the ninety-first (91st) day following public opening of submittals and only prior to award.

1.6 It is understood that Collin County, Texas reserves the right to accept or reject any and/or all Bids/Quotes/Proposals/Submittals for any or all products and/or services covered in an Invitation For Bid (IFB), Request For Qualifications (RFQ), Request For Proposal (RFP), Request For Information (RFI), Competitive Sealed Proposal (CSP), and Quotation, and to waive informalities or defects in submittals or to accept such submittals as it shall deem to be in the best interest of Collin County.

1.7 All IFB's, RFP's, CSP's, RFQ's, and RFI's submitted in hard copy paper form shall be submitted in a sealed envelope, plainly marked on the outside with the IFB/RFP/RFQ/RFI/CSP/Quotation number and name. A hard copy paper form submittal shall be manually signed in ink by a person having the authority to bind the firm in a contract. Submittals shall be mailed or hand delivered to the Collin County Purchasing Department.

1.8 No oral, telegraphic or telephonic submittals will be accepted. IFB's, RFP's, RFQ's, CSP's, and RFI's, may be submitted in electronic format via **BidSync**.

1.9 All Invitation For Bids (IFB), Request For Proposals (RFP), Request For Qualifications (RFQ), Competitive Sealed Proposals (CSP), and Request For Information (RFI), submitted electronically via **BidSync** shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the IFB, RFP, RFQ, CSP, and/or RFI.

1.10 Time/date stamp clock in Collin County Purchasing Department shall be the official time of receipt for all Invitation For Bids (IFB), Request For Proposals (RFP), Request For Qualifications (RFQ), Competitive Sealed Proposals (CSP), Request For Information (RFI), submitted in hard copy paper form. IFB's, RFP's, RFQ's, CSP's, RFI's, received in County Purchasing Department after submission deadline shall be considered void and unacceptable. Absolutely no late submittals will be considered. Collin County accepts no responsibility for technical difficulties related to electronic submittals.

1.11 For hard copy paper form submittals, any alterations made prior to opening date and time must be initialed by the signer of the IFB/RFQ/RFP/CSP/RFI/, guaranteeing authenticity. Submittals cannot be altered or amended after submission deadline.

1.12 Collin County is by statute exempt from the State Sales Tax and Federal Excise Tax; therefore, the prices submitted shall not include taxes.

1.13 Any interpretations, corrections and/or changes to an Invitation For Bid/Request For Qualifications/Request For Proposal/Request for Information/Competitive Sealed Proposal, and related Specifications or extensions to the opening/receipt date will be made by addenda to the respective document by the Collin County Purchasing Department. Questions and/or clarification requests must be submitted no later than seven (7) days prior to the opening/receipt date. Those received at a later date may not be addressed prior to the public opening. Sole authority to authorize addenda shall be vested in Collin County Purchasing Agent as entrusted by the Collin County Commissioners' Court. Addenda may be transmitted electronically via **BidSync**, by facsimile, E-mail transmission or mailed via the US Postal Service.

1.13.1 Addenda will be transmitted to all that are known to have received a copy of the IFB/RFQ/RFP/RFI/CSP and related Specifications. However, it shall be the sole responsibility of the Bidder/Quoter/Offeror to verify issuance/non-issuance of addenda and to check all avenues of document availability (i.e. **BidSync** at www.bidsync.com, telephoning Purchasing Department directly, etc.) prior to opening/receipt date and time to insure Bidder/Quoter/Offeror's receipt of any addenda issued. Bidder/Quoter/Offeror shall acknowledge receipt of all addenda.

1.14 All materials and services shall be subject to Collin County approval.

1.15 Collin County reserves the right to make award in whole or in part as it deems to be in the best interest of the County.

1.16 The Bidder/Quoter/Offeror shall comply with Commissioners' Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County

Employees.

1.17 Any reference to model/make and/or manufacturer used in specifications is for descriptive purposes only. Products/materials of like quality will be considered.

1.18 Bidders/Quoters/Offerors taking exception to the specifications shall do so at their own risk. By offering substitutions, Bidder/Quoter/Offeror shall state these exceptions in the section provided in the IFB/RFQ/RFP/CSP/Quotation or by attachment. Exception/substitution, if accepted, must meet or exceed specifications stated therein. Collin County reserves the right to accept or reject any and/or all of the exception (s)/substitution(s) deemed to be in the best interest of the County.

1.19 Minimum Standards for Responsible Prospective Bidders/Quoters/Offerors: A prospective Bidder/Quoter/Offeror must meet the following minimum requirements:

1.19.1 have adequate financial resources, or the ability to obtain such resources as required;

1.19.2 be able to comply with the required or proposed delivery/completion schedule;

1.19.3 have a satisfactory record of performance;

1.19.4 have a satisfactory record of integrity and ethics;

1.19.5 be otherwise qualified and eligible to receive an award.

Collin County may request documentation and other information sufficient to determine Bidder's/Quoter's/Offeror's ability to meet these minimum standards listed above.

1.20 Vendor shall bear any/all costs associated with it's preparation of an RFI/IFB/RFQ/RFP/CSP/Quotation submittal.

1.21 Public Information Act: Collin County is governed by the Texas Public Information Act, Chapter 552 of the Texas Government Code. All information submitted by prospective bidders during the bidding process is subject to release under the Act.

1.22 The Bidder/Quoter/Offeror shall comply with Commissioners' Court Order No. 2004-167-03-11, County Logo Policy.

1.23 Interlocal Agreement: Successful bidder agrees to extend prices and terms to all entities that has entered into or will enter into joint purchasing interlocal cooperation agreements with Collin County.

1.24 Bid Openings: All bids submitted will be read at the county's regularly scheduled bid opening for the designated project. However, the reading of a bid at bid opening should be not construed as a comment on the responsiveness of such bid or as any indication that the county accepts such bid as responsive.

The county will make a determination as to the responsiveness of bids submitted based upon compliance with all applicable laws, Collin County Purchasing Guidelines, and project documents, including but not limited to the project specifications and contract documents. The county will notify the successful bidder upon award of the contract and, according to state law; all bids received will be available for inspection at that time.

2.0 TERMS OF CONTRACT

2.1 A bid/quote/proposal, when properly accepted by Collin County, shall constitute a contract equally binding between the Vendor/Contractor/Provider and Collin County. No different or additional terms will become part of this contract with the exception of an Amendment and/or a Change Order.

- 2.2 No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All Amendments and/or Change Orders to the contract will be made in writing by Collin County Purchasing Agent.
- 2.3 No public official shall have interest in the contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.
- 2.4 The Vendor/Contractor/Provider shall comply with Commissioners' Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County Employees.
- 2.5 Design, strength, quality of materials and workmanship must conform to the highest standards of manufacturing and engineering practice.
- 2.6 Bids/Quotes/Proposals must comply with all federal, state, county and local laws concerning the type(s) of product(s)/service(s)/equipment/project(s) contracted for, and the fulfillment of all ADA (Americans with Disabilities Act) requirements.
- 2.7 All products must be new and unused, unless otherwise specified, in first-class condition and of current manufacture. Obsolete products, including products or any parts not compatible with existing hardware/software configurations will not be accepted.
- 2.8 Vendor/Contractor/Provider shall provide any and all notices as may be required under the Drug-Free Work Place Act of 1988, 28 CFR Part 67, Subpart F, to its employees and all sub-contractors to insure that Collin County maintains a drug-free work place.
- 2.9 Vendor/Contractor/Provider shall defend, indemnify and save harmless Collin County and all its officers, agents and employees and all entities, their officers, agents and employees who are participating in this contract from all suits, claims, actions, damages (including personal injury and or property damages), or demands of any character, name and description, (including attorneys' fees, expenses and other defense costs of any nature) brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of Vendor/Contractor/Provider's breach of the contract arising from an award, and/or any negligent act, error, omission or fault of the Vendor/Contractor/Provider, or of any agent, employee, subcontractor or supplier of Vendor/Contractor/Provider in the execution of, or performance under, any contract which may result from an award. Vendor/Contractor/Provider shall pay in full any judgment with costs, including attorneys' fees and expenses which are rendered against Collin County and/or participating entities arising out of such breach, act, error, omission and/or fault.
- 2.10 If a contract, resulting from a Collin County IFB, RFP, RFQ, CSP, Quotation is for the execution of a public work, the following shall apply:
- 2.10.1 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Payment Bond if the contract is in excess of \$25,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).
- 2.10.2 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Performance Bond if the contract is in excess of \$100,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

- 2.11 Purchase Order(s) shall be generated by Collin County to the vendor. Collin County will not be responsible for any orders placed/delivered without a valid purchase order number.
- 2.12 The contract shall remain in effect until any of the following occurs: delivery of product(s) and/or completion and acceptance by Collin County of product(s) and/or service(s), contract expires or is terminated by either party with thirty (30) days written notice prior to cancellation and notice must state therein the reasons for such cancellation. Collin County reserves the right to terminate the contract immediately in the event the Vendor/Contractor/Provider fails to meet delivery or completion schedules, or otherwise perform in accordance with the specifications. Breach of contract or default authorizes the County to purchase elsewhere and charge the full increase in cost and handling to the defaulting Vendor/Contractor/Provider.
- 2.13 Collin County Purchasing Department shall serve as Contract Administrator or shall supervise agents designated by Collin County.
- 2.14 All delivery and freight charges (FOB Inside delivery at Collin County designated locations) are to be included as part of the bid/quote/proposal price. All components required to render the item complete, installed and operational shall be included in the total bid/quote/proposal price. Collin County will pay no additional freight/delivery/installation/setup fees.
- 2.15 Vendor/Contractor/Provider shall notify the Purchasing Department immediately if delivery/completion schedule cannot be met. If delay is foreseen, the Vendor/Contractor/Provider shall give written notice to the Purchasing Agent. The County has the right to extend delivery/completion time if reason appears valid.
- 2.16 The title and risk of loss of the product(s) shall not pass to Collin County until Collin County actually receives and takes possession of the product(s) at the point or points of delivery. Collin County shall generate a purchase order(s) to the Vendor/Contractor/Provider and the purchase order number must appear on all itemized invoices.
- 2.17 Invoices shall be mailed directly to the Collin County Auditor's Office, 2300 Bloomdale Road, Suite 3100, McKinney, Texas 75071. All invoices shall show:
- 2.17.1 Collin County Purchase Order Number;
 - 2.17.2 Vendor's/Contractor's/Provider's Name, Address and Tax Identification Number;
 - 2.17.3 Detailed breakdown of all charges for the product(s) and/or service(s) including applicable time frames.
- 2.18 Payment will be made in accordance with V.T.C.A., Government Code, Title 10, Subtitle F, Chapter 2251.
- 2.19 All warranties shall be stated as required in the Uniform Commercial Code.
- 2.20 The Vendor/Contractor/Provider and Collin County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.
- 2.21 The Vendor/Contractor/Provider agree to protect Collin County from any claims involving infringements of patents and/or copyrights.
- 2.22 The contract will be governed by the laws of the State of Texas. Should any portion of the contract be in conflict with the laws of the State of Texas, the State laws shall invalidate only that portion. The remaining portion of the contract shall remain in effect. The contract is performable in Collin County, Texas.
- 2.23 The Vendor/Contractor/Provider shall not sell, assign, transfer or convey the contract, in whole or in part, without the prior written approval from Collin County.

2.24 The apparent silence of any part of the specification as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of the specification shall be made on the basis of this statement.

2.25 Vendor/Contractor/Provider shall not fraudulently advertise, publish or otherwise make reference to the existence of a contract between Collin County and Vendor/Contractor/Provider for purposes of solicitation. As exception, Vendor/Contractor/Provider may refer to Collin County as an evaluating reference for purposes of establishing a contract with other entities.

2.26 The Vendor/Contractor/Provider understands, acknowledges and agrees that if the Vendor/Contractor/Provider subcontracts with a third party for services and/or material, the primary Vendor/Contractor/Provider (awardee) accepts responsibility for full and prompt payment to the third party. Any dispute between the primary Vendor/Contractor/Provider and the third party, including any payment dispute, will be promptly remedied by the primary vendor. Failure to promptly render a remedy or to make prompt payment to the third party (subcontractor) may result in the withholding of funds from the primary Vendor/Contractor/Provider by Collin County for any payments owed to the third party.

2.27 Vendor/Contractor/Provider shall provide Collin County with diagnostic access tools at no additional cost to Collin County, for all Electrical and Mechanical systems, components, etc., procured through this contract.

2.28 Criminal History Background Check: If required, ALL individuals may be subject to a criminal history background check performed by the Collin County's Sheriff's Office prior to access being granted to Collin County. Upon request, Vendor/Contractor/Provider shall provide list of individuals to Collin County Purchasing Department within five (5) working days.

2.29 Non-Disclosure Agreement: Where applicable, vendor shall be required to sign a non-disclosure agreement acknowledging that all information to be furnished is in all respects confidential in nature, other than information which is in the public domain through other means and that any disclosure or use of same by vendor, except as provided in the contract/agreement, may cause serious harm or damage to Collin County. Therefore, Vendor agrees that Vendor will not use the information furnished for any purpose other than that stated in contract/agreement, and agrees that Vendor will not either directly or indirectly by agent, employee, or representative disclose this information, either in whole or in part, to any third party, except on a need to know basis for the purpose of evaluating any possible transaction. This agreement shall be binding upon Collin County and Vendor, and upon the directors, officers, employees and agents of each.

2.30 Vendors/Contractors/Providers must be in compliance with the Immigration and Reform Act of 1986 and all employees specific to this solicitation must be legally eligible to work in the United States of America.

2.31 Certification of Eligibility: This provision applies if the anticipated Contract exceeds \$100,000.00 and as it relates to the expenditure of federal grant funds. By submitting a bid or proposal in response to this solicitation, the Bidder/Quoter/Offeror certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors. In the event of placement on the list between the time of bid/proposal submission and time of award, the Bidder/Quoter/Offeror will notify the Collin County Purchasing Agent. Failure to do so may result in terminating this contract for default.

2.32 Notice to Vendors/Contractors/Providers delivering goods or performing services within the Collin County Detention Facility: The Collin County Detention Facility houses persons who have been charged with and/or convicted of serious criminal offenses. When entering the Detention Facility, you could: (1) hear obscene or graphic language; (2) view partially clothed male inmates; (3) be subjected to verbal abuse or taunting; (4) risk physical altercations or physical contact, which could be minimal or possibly serious; (5) be exposed to communicable or infectious diseases; (6) be temporarily detained or prevented from immediately leaving the Detention Facility in the case of an emergency or "lockdown"; and (7) subjected to a search of your person or property. While the Collin County Sheriff's Office takes every reasonable precaution to protect the safety of visitors to the Detention Facility, because of the inherently dangerous nature of a Detention Facility and the type of the persons incarcerated therein, please be advised of the possibility of such situations exist and you should carefully consider such risks when entering the Detention Facility. By entering the Collin County Detention

Facility, you acknowledge that you are aware of such potential risks and willingly and knowingly choose to enter the Collin County Detention Facility.

2.33 Delays and Extensions of Time when applicable:

2.33.1 If the Vendor/Contractor/Provider is delayed at any time in the commence or progress of the Work by an act or neglect of the Owner or Architect/Engineer, or of an employee of either, or of a separate contractor employed by the Owner, or by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Vendor/Contractor/Provider's control, or by delay authorized by the Owner pending mediation and arbitration, or by other causes which the Owner or Architect/Engineer determines may justify delay, then the Contract Time shall be extended by Change Order for such reasonable time as the Owner/Architect may determine.

2.33.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time and could not have been reasonably anticipated, and that the weather conditions had an adverse effect on the scheduled construction.

NOTE: All other terms and conditions (i.e. Insurance Requirements, Bond Requirements, etc.) shall be stated in the individual IFB/RFQ/RFP/RFI/CSP/Quotation Solicitation documents as Special Terms, Conditions and Specifications.

3.0 INSURANCE REQUIREMENTS

3.1 Before commencing work, the vendor shall be required, at its own expense, to furnish the Collin County Purchasing Agent with certified copies of all insurance certificate(s) indicating the coverage to remain in force throughout the term of this contract.

3.1.1 **Commercial General Liability** insurance including but not limited to the coverage indicated below. Coverage shall not exclude or limit Products/Completed Operations, Contractual Liability, or Cross Liability.

- Each Occurrence: \$1,000,000
- Personal & Adv Injury: \$1,000,000
- Products/Completed Operation: \$2,000,000
- General Aggregate: \$2,000,000

3.1.2 **Workers Compensation** insurance as required by the laws of Texas, and Employers' Liability.

Employers' Liability

- Liability, Each Accident: \$500,000
- Disease-Each Employee: \$500,000
- Disease – Policy Limit: \$500,000

3.1.3 **Commercial Automobile Liability** insurance including owned, non-owned, and hired vehicles used in connection with the contract.

- Combined Single Limit – Each Accident: \$1,000,000

3.1.4 **Professional/Errors & Omissions Liability** insurance with a two (2) year extended period of coverage, (i.e. tail coverage). If you choose to have project coverage endorsed onto your base policy, this would be acceptable.

- Each Occurrence/Aggregate: \$1,000,000

3.1.5 **Umbrella/Excess Liability** insurance.

- Each Occurrence/Aggregate: \$1,000,000

3.2 With reference to the foregoing insurance requirement, the vendor shall endorse applicable insurance policies as follows:

3.3.1 A waiver of subrogation in favor of Collin County, its officials, employees, volunteers and officers shall be contained on all policies.

3.3.2 The vendor's insurance coverage shall name Collin County as additional insured under the Commercial General Liability and Commercial Automobile policies.

3.3.3 All insurance policies shall be endorsed to require the insurer to immediately notify Collin County of any decrease in the insurance coverage limits.

3.3.4 All insurance policies shall be endorsed to the effect that Collin County will receive at least thirty (30) days notice prior to cancellation, non-renewal or termination of the policy.

- 3.3.5 All copies of Certificates of Insurance shall reference the project/contract number.
- 3.4 All insurance shall be purchased from an insurance company that meets the following requirements:
- 3.4.1 A financial rating of B+VI or better as assigned by the BEST Rating Company or equivalent.
- 3.5 Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent, and shall contain provisions representing and warranting the following:
- 3.5.1 Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.
- 3.5.2 Sets forth the notice of cancellation or termination to Collin County.

4.0 SPECIAL CONDITIONS AND SPECIFICATIONS

4.1 Authorization: By order of the Commissioners' Court of Collin County, Texas sealed bids will be received for elevator and escalator maintenance.

4.2 Term: Provide for a term contract effective on the date of the award, and continuing through and including September 30, 2015, with the option to extend the contract for three (3) additional one (1) year periods.

4.3 Pre Bid Conference: A **Mandatory** pre-bid conference will be held 10:00 A.M. Tuesday, September 16, 2014 at the Collin County Central Plant 2nd Floor Conference Room located at 4600 Community Blvd. McKinney, Texas. All prospective bidders are requested to have a representative present. It is the bidder's responsibility to review the site and documents to gain a full understanding of the requirements of the bid.

4.4 Funding: Funds for payment have been provided through the Collin County budget approved by the Commissioners' Court for this fiscal year only. State of Texas statutes prohibit the County from any obligation of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current Collin County fiscal year shall be subject to budget approval.

4.5 Price Reduction: If during the life of the contract, the vendor's net prices to its customers for the same product(s) and/or services shall be reduced below the contracted price, it is understood and agreed that the County shall receive such price reduction

4.6 Price Redetermination: A price re-determination may be considered by Collin County only at the twelve (12) month, twenty-four (24) month, and thirty-six (36) month anniversary dates of the contract. The anniversary date for this contract will be October 1st of each year. All requests for price re-determination shall be in written form and shall include documents supporting price re-determination such as Manufacture's direct cost, postage rates, Railroad Commission rates, Federal/State minimum wage law, Federal/State unemployment taxes, F.I.C.A. Insurance Coverage Rates, etc. The bidder's past experience of honoring contracts at the bid price will be an important consideration in the evaluation of the lowest and the best bid. Collin County reserves the right to accept or reject any/all of the price redetermination as it deems to be in the best interest of the County.

4.7 Delivery Terms: All delivery, freight, and installation charges (F.O.B. Collin County designated location) are to be included in the bid price. No additional freight/delivery/installation charges will be paid on invoice.

4.8 Purpose: It is the intent of the following specifications to describe elevator, escalator and wheelchair lift maintenance needed by Collin County, located at various locations within Collin County as indicated below. Collin County reserves the right to award this bid in part or in whole as it deems to be in the County's best interest. Due to the continual growth within the County, Collin County reserves the right to add maintenance locations as it deems to be in the County's best interest.

Elevators

Qty	Location/Use	Type	Manufacture
2	Park Plaza Lifts 900 E Park Blvd. Plano, Texas Public use	Hydraulic	American Challenger 2000
1	Park Plaza 920 E Park Blvd. Plano, Texas Public use	Hydraulic	Montgomery
1	Justice Center 4300 Community Blvd. McKinney, Texas Public use	Hydraulic	Montgomery
1	Justice Center 4300 Community Blvd. McKinney, Texas Prisoner transport <u>REQUIRES 24 HOUR SERVICE</u>	Hydraulic	Montgomery
1	Justice Center #FLH-4 Jail Receiving Dock 4300 Community Blvd. McKinney, Texas Freight lift only	Hydraulic	Autoquip
1	Justice Center 4300 Community Blvd. McKinney, Texas	Gearless	Kone
1	Central Plant 4300 Community Blvd. McKinney, Texas Public use	Hydraulic	Montgomery

- | | | |
|-----------|---|---|
| 11 | Courthouse
2100 Bloomdale
McKinney, TX 75071
Public Use | Gearless Schindler
Capacity 2500
Speed 200 |
| 2 | Admin. Building
2300 Bloomdale Road
McKinney, TX 75071
Public Use | |

Escalators

- | | | |
|----------|---|----------------------------|
| 6 | Courthouse
2100 Bloomdale
McKinney, TX 75071
Public Use | Escalator Schindler |
|----------|---|----------------------------|

Wheelchair Lifts

- | | | |
|----------|---|------------------|
| 4 | Courthouse Courtrooms
2100 Bloomdale
McKinney, TX 75071
Ceremonial – 1 st Floor
199 th – 1 st Floor
416 th – 2 nd Floor
401 st – 3 rd Floor
Public Use | Hydraulic |
|----------|---|------------------|

4.9 Scope Of Work: The work to be performed by the vendor shall consist of furnishing all material, labor, supervision, tools, supplies, and other expenses necessary to provide full maintenance services and repairs of every description, including inspections, adjustments, tests and replacement of parts as herein specified for all equipment covered under this contract. The vendor, immediately upon the effective date of the contract, shall make a complete and systematic inspection of the county equipment. Should inspection disclose any deficiencies which present a hazard, either to the equipment or passengers, the hazard shall be immediately called to the attention of the Building Superintendent. By signing this bid submittal, the bidder agrees to accept the equipment in the present state, ("as is" where as") and further agrees to maintain and/or return equipment to acceptable working condition. The County will have final approval of acceptance.

4.10 History: Elevators and escalators are presently being maintained. There is not a current contract for wheelchair lifts.

4.11 Inspection: Arrangements to inspect equipment can be made by contacting the Building Superintendent at metro 972-424-1460 ext. 5330 or 972-547-5330.

4.12 Service Schedule: Service schedule shall be maintained at all times. Failure to do so may result in termination of contract.

4.13 Competency Of Bidder: The importance of maintaining this equipment in a safe and satisfactory operating condition, demands that the bidder, in order to qualify in addition to the other requirements herein provided, shall prove to the satisfaction of Collin County that his firm has actively and normally been engaged, for at least the past three years in the maintenance, service, repair and replacement of materials and equipment of elevators and escalators of similar manufacture, capacity, solid state control systems and motor drives as those covered by this contract, and installed in this complex. The bidder shall show that he has available under his direct employment and supervision, the necessary organization and facilities to properly fulfill all the services and conditions required under these specifications. Bidder shall submit evidence of the following with his bid (See Attachment A):

4.13.1 Organization capable of performing the work described below, in continuous operating for at least the past three years. Include the following:

4.13.1.1 The names of the employees in the area responsible for this contract, their function in company, title, and number of years of service with the bidder's firm.

4.13.1.2 The present address of the main operating facilities of this organization, location of the engineering department, and if any, the location of the research and development department.

4.13.1.3 Location of the facility that will serve this contract. The facility shall be located within a fifty (50) mile radius of the equipment being served. Bidder's service location shall be within a fifty (50) mile radius from the Central Plant – 4600 Community Ave. in McKinney, TX 75071 to the North and fifty (50) mile radius from 900 E. Park Blvd. Plaza locations in Plano, TX 75074 to the South. In the event of an emergency vendor response time shall be no more than one (1) hour from locations listed. (See section 4.21.3)

4.13.2 The main operating facilities (or subcontractor's) are equipped with:

4.13.2.1 Machine shop facilities containing lathes, drill press, power hack saw, milling machine and a hydraulic press. One of the lathes should be capable of handling stock 18" x 60".

4.13.2.2 Turning tools capable of turning any hoisting machine communtator on the job site.

4.13.2.3 Machine tools capable of turning main motor drive sheave grooves on the machine.

4.13.2.4 Testing facilities with reversing ammeters. Reversing voltmeters, and power sources capable of supplying voltages from 0 to 600 volts A.C. or D.C are required. Testing equipment required for solid state motor drives. List any other testing equipment on hand for adequate testing analysis in case of problems and for preventive maintenance.

4.14.4 Group supervisory control systems are included in the equipment covered in the specifications. Bidder shall have at least three (3) years' experience with such control system and shall provide with bid, a detailed written statement of such experience including the company or building serviced, representative responsible for supervising the contract for such company or building, and complete elevator characteristics.

4.14.5 Vendor shall use only skilled competent, trained personnel having a minimum experience of three years in maintaining systems similar to those in the specifications. (It is not necessary for all the required experience to have been acquired with the bidder's firm.)

4.15 Reporting Requirements

4.15.1 Normal Working Business Hours between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

4.15.1.1 Once the vendor arrives onsite, they are to contact the Control Room at 972-547-5339 and report their location, and get authorization to proceed to the designated location. The vendor will then proceed to the designation location to correct the malfunction.

4.15.1.2 Upon arrival at the repair site, the vendor will evaluate if the repairs are covered under the normal maintenance contract. If covered under the normal maintenance contract, the vendor will perform the repairs. In the event that the vendor finds the repairs are not covered under the contract, (i.e. vandalism – act that purposely damages or shuts down equipment, will be determined by Collin County), the vendor will then contact the Building Maintenance Department with a written estimate of the repair costs. Approval to proceed with repairs will be required before a purchase order can be issued. No repairs will be allowed until purchase order is issued. The purchase order is your authorization to proceed.

4.15.1.3 Upon completion of repairs, the vendor shall report back to the Control Room. The vendor is required to advise whether repairs are completed, or if additional service shall be required, and the repair slip will be signed by authorized maintenance personnel.

4.15.2 The vendor shall maintain a complete written record, by the equipment, of all emergency call-back replacement, and repair work performed. This information shall be consolidated by the vendor into a monthly report. The monthly report shall indicate the equipment name and date work was performed, type of work (call-back, replacement or repair), brief description of the work performed, man-hours expended, and materials used. In the event of an emergency call back is required:

4.16 Full Service Maintenance:

4.16.1 The vendor shall regularly and systematically examine, adjust, lubricate, clean and, when conditions warrant, repair or replace the following items and components thereof and all other mechanical or electrical equipment. Collin County requires inspection, routine maintenance and preventative maintenance to be performed on a weekly basis of the Courthouse and the Jack Hatchell Administrative Building. Collin County requests that elevators not be shut down on Mondays and Wednesdays unless the elevator is inoperative. The following items listed below are requirements of the vendor upon the weekly visits for inspections, routine maintenance and preventative maintenance.

4.16.1.1 Entire machine, including housing, drive sheave, drive sheave shaft bearings, brake, brake assembly, drive sprocket and component parts.

4.16.1.2 Motors including auxiliary rotating systems, motor winding, rotating elements, couplings, bearings and commutators.

4.16.1.3 All sheaves and sprockets.

4.16.1.4 Controller: All components including all relays, contacts, solid state components, resistors, condensers, transformers, contracts, leads, mechanical or electrical timing devices, and computer devices.

4.16.1.5 Selector: All components including selector drive tape, wire or cable, hoistway vanes, magnets, inductors and all other mechanical and electrical drive components.

4.16.1.6 Motor brushes and brush holders.

4.16.1.7 Hoistway door interlocks or locks and contracts; hoistway door hangers and tracks, bottom door gibs, cams, rollers, and auxiliary door closing devices for power operated doors.

4.16.1.8 Hoistway limit switches, slowdown switches, leveling switches and associated cams and vanes.

4.16.1.9 Guide shoes including rollers or replaceable gibs.

4.16.1.10 Automatic power operated door operators, door protective devices, car hangers, tracks and car door contacts.

4.16.1.11 Traveling cables.

4.16.1.12 Elevator control wiring in hoistway and machine room.

4.16.1.13 Governor, including governor sheave and shaft assembly bearings, contact jaw and governor tension assemblies.

4.16.1.14 Car and counterweight safety mechanism and load weighing equipment.

4.16.1.15 Hoist cables, governor cables, compensating cables and compensating chains, including adjustment or tension on all hoist ropes.

4.16.1.16 Buffers.

4.16.1.17 Fixture contacts, push buttons, key switches and locks and lamps and sockets of button stations, (car and hall), hall lanterns, position indicators (car and hall), direction indicators.

4.16.1.18 Handrails, if applicable.

4.16.2 The vendor shall keep the guide rails free of rust where roller guides are used and properly lubricated when sliding guides are used. Renew guide shoe rollers and gibs as required to ensure smooth and satisfactory operation.

4.16.3 The vendor shall also examine, and make necessary adjustments or repair to the following accessory equipment including revamping of signal equipment: hall lanterns, car and corridor position indicators, car stations, traffic director station, electric door operators, intercom system, interlocks, door hangers, safety edges.

4.16.4 All replacement parts shall be new and specifically designed for the equipment on which they are to be used.

4.16.5 The vendor shall furnish and use lubricants as recommended by the manufacturer of the equipment or an approved equal.

4.16.6 The vendor shall be responsible for keeping the exterior of the elevator machinery and any other parts of the equipment subject to rust, painted with heat resistant enamel and presentable at all times. The motor windings shall be treated as needed with proper insulating compound as recommended by the motor manufacturer. Cleaning and refinishing of the interior of the cars, exterior of hoistway door frames are excluded from this contract.

4.16.7 The vendor shall maintain all equipment in hoistways, machine rooms, pits and assigned contractor work space in a clean, orderly condition, free of dirt, dust and debris. Pit and machine spaces shall be kept dry and clean. Vendor shall not be responsible for clean up of water from back-up in pits, but shall notify Collin County immediately if such water is found.

4.16.8 The vendor shall not be responsible for upgrading equipment to meet changes in code requirements as may be recommended by insurance companies, Federal, State, Municipal, or Governmental authorities.

4.16.9 The vendor shall be responsible for notifying Collin County Building Superintendent (in writing) of the existence of development of any defects in, or repairs required to, the equipment which he does not consider to be his responsibility under the terms and conditions of the contract. The vendor shall furnish Collin County Building Superintendent with a written estimate of the cost to correct any such defects or make the required repairs. Collin County reserves the right to make the final determination concerning the responsibility for such defects, correction, or repairs.

4.16.10 The vendor shall be responsible for giving immediate notice to Collin County Building Superintendent of any condition which he discovers that may present a hazard to either the equipment or passengers.

4.16.11 The vendor shall not be required by this agreement, except as herein noted, to make renewals or repairs necessitated by proven negligence or misuse of the equipment by persons other than the vendor, his representatives and employees, or by reason of any other proven cause except for normal wear and tear, beyond the control of the vendor. **EXAMPLES OF THESE ARE:** vandalism – act that purposely damages or shuts down equipment, and will be determined by Collin County. Refinishing, repairing or replacing car enclosures, hoistway door panels, frames, and sills. Cost of repairs, replacements or removal necessitated by any cause, other than ordinary wear, which is occasioned by negligence or abuse by personnel other than the vendor shall be borne by Collin County.

4.17 Equipment, Wiring and Circuit Changes:

4.17.1 The vendor shall not make any changes or alterations to the existing mechanical equipment, circuits, circuit wiring, in sequencing, nor alter the original circuit or wiring design of the equipment unless changes are authorized in writing by the Collin County Purchasing Agent. The vendor shall submit any proposed change to the Collin County Building Superintendent for approval. Four (4) copies shall be submitted and shall include complete, neatly prepared drawings and wiring diagrams as well as a complete description of the proposed change. Prior to submitting the proposed change to Collin County, the vendor shall at his own cost and expense have obtained comments from the original equipment manufacturer concerning the overall effect of such changes on the system. If changes are approved and made, vendor shall provide Collin County Building Superintendent with as built drawings of modifications.

4.18 Maintenance Service:

4.18.1 Maintenance under this contract shall provide a constant, high quality service to properly protect all equipment from deterioration and to provide constant peak performance of all equipment, resulting in a minimum of down time for any portion of the system.

4.18.2 Not more than one elevator per bank shall be out of service at one time for regular maintenance lubrication and servicing. The time of day that each elevator can be shut down for routine maintenance shall be scheduled with the Building Superintendent to minimize the disruption caused by the elevators being out of service. If for any reason any elevator should be put out of service for more than the usual trouble-shooting time of 30 to 60 minutes, the vendor shall notify the Building Superintendent when the elevator was taken out of service, the reason why, and at what time it is expected to be put back in service for proper and safe operation.

4.18.3 A record shall be maintained by the vendor of non-emergency maintenance items in need of correction which come to his attention, and this list shall be provided to the Building Superintendent for necessary action during the vendor routine visits.

4.19 Maintenance Service Records:

4.19.1 The vendor shall provide and keep current suitable check charts for each piece of equipment. Charts shall be kept in the appropriate areas of the building in which the equipment is located; a copy shall be turned over to the Building Superintendent for review. Upon completion of maintenance, the vendor shall properly initial the chart to indicate the work has been completed.

4.19.2 In addition to the check charts in each machine room the vendor shall maintain, on the premises, a log of arrival and departure times of all contractors' employees. The log shall contain columnar line entries for date, employee position classification, employee name, time of arrival, time of departure, hours worked and type and extend of work performed on each elevator. The log shall be kept with the Building Superintendent or other designated representative and shall be completed when the contractor's employee checks out with the Building Superintendent at the completion of each service visit.

4.20 Maintenance Responsibility:

4.20.1 The vendor shall keep the equipment maintained to operate at the original contract speed, keeping the original performance time, including acceleration and retardation as designed and installed by the manufacturer. The door operation shall be adjusted as required to maintain optimum door opening and door closing times, within legal limits.

4.20.2 Unlimited callbacks to reset Escalator Safeties shall be performed during normal working hours and will be covered in the monthly rate.

4.20.3 Collin County reserves the right to make inspections and tests as and when deemed advisable. If it is found that the equipment and associated equipment are deficient either electrically or mechanically, the contractor will be notified of these deficiencies in writing, and it shall be his responsibility to make the necessary corrections within thirty (30) days after receipt of such notice. In the event that the deficiencies have not been corrected within thirty (30) days, Collin County may terminate the contract and employ a contractor to make the corrections at the original contractor's expense.

4.20.4 Approximately six (6) months prior to the end of the contract term, Collin County may make a thorough maintenance inspection of all equipment covered under the contract. At the conclusion of this inspection, Collin County shall give the contractor written notice of any deficiencies found. The contractor shall be responsible for correction of these deficiencies within thirty (30) days after receipt of such notice.

4.21 Working Hours:

4.21.1 Normal: The maintenance work outlined in this specification shall be performed during normal working hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except County holidays. These calls shall be covered under the monthly rate. **Response time for these calls placed shall be within two (2) hours from time of call. This is for routine maintenance and preventive maintenance. Any exception shall be approved by Collin County.**

4.21.2 Call-Back: Call-Back constitutes repair not properly performed or breakdowns that result in an elevator not being operative. **Response time for call backs shall be within two (2) hours from time of call.** Call made after 3:00 p.m. during regular business hours, response will be that technician will be on site at 8:00 a.m. the following morning. These calls shall be covered under the monthly rate. If Collin County requires service which requires the contractor to arrive on site after 5:00 p.m. on regular business days the County will pay vendor time and one-half exclusive of the one (1) elevator covered under twenty-four (24) hour coverage which is inclusive in the monthly rate.

4.21.3 Over-Time: If Collin County requires service which requires the contractor to arrive on site between the hours of 5:00 p.m. and 8:00 a.m. on regular business days, Monday through Friday the County will pay vendor time and one-half exclusive of the one (1) elevator covered under twenty-four (24) hour coverage which is inclusive in the monthly rate. Authorization for overtime hours shall be approved by the Facilities Director, Building Superintendent or the CAD operator.

4.21.4 Emergency Call-Back: Emergency call back constitutes a person(s) being trapped inside an elevator. **The response time shall be immediate (no more**

than one (1) hour) from time of telephone call. In the event this type of call is made during normal working hours it will be covered under the monthly rate stated. In the event the call is made between the hours of 5:00 P.M. and 8:00 A.M. Monday through Friday, or weekends, County will pay vendor time and one-half pay and the County will pay double time for County holidays. Exclusive of the one elevator covered under twenty-four (24) hour coverage which is inclusive in the monthly rate. Authorization for overtime hours shall be approved by the Facilities Director, Building Superintendent or the CAD operator.

4.22 Spare Parts:

4.22.1 In addition to the minor spare parts specified, the vendor shall have available at all times, for immediate delivery and installation, sufficient supply of the following emergency spare parts for the repair of each elevator concerned. The minimum inventory shall include, but not necessarily be limited to, the following:

- 4.22.1.1 Lamps, minimum of two (2) of each type.
- 4.22.1.2 Minimum of one (1) door operator motor and gear reduction unit for each type of door.
- 4.22.1.3 Transformers and rectifiers for each type and size used.
- 4.22.1.4 Relays and switches, minimum of one (1) of each type.
- 4.22.1.5 Controller and selector switch contacts and coils for each size and type used.
- 4.22.1.6 Two (2) of each printed circuit board required for all control functions.
- 4.22.1.7 Leveling switches, magnets and inductors.
- 4.22.1.8 Door interlock roller.
- 4.22.1.9 One (1) complete car door safety edge.
- 4.22.1.10 One (1) car door photo electric safety device.
- 4.22.1.11 One (1) set minimum of hanger rollers for north car and hall doors.
- 4.22.1.12 Limit switches and terminal stopping switches.
- 4.22.1.13 Roller guides for car.
- 4.22.1.14 Electronic tubes for each type and size used.
- 4.22.1.15 Flexible guide shoe gibs.
- 4.22.1.16 Torque wrenches and the small tools.

4.22.2 Parts and Supplies Not Herein Listed: Due to the many unforeseen needs, bidder is requested to provide the percent above cost for parts and supplies not listed in the contract.

4.23 Safety Inspections and Tests:

4.23.1 All service and repair work shall be performed in compliance with BOCA 1981 and its referenced Safety Code for Elevators, Escalators, ANSI A17.1/8.6.1 and shall be subject to safety inspection by the State of Texas. Periodic inspection of the elevators, as required by the ANSI A17.1 code, shall be performed by the vendor. The vendor shall periodically examine and test all

safety devices. Collin County shall provide a Q.E.I. (Quality Elevator Inspector) to make formal safety tests and inspections as required and outlined in the ANSI A17.1 Code. The tests to be performed annually and the five (5) year safety test will be scheduled to comply with the annual and five-year intervals specified in the ANSI Code. Within one (1) month after award of the contract, the vendor shall provide the Building Superintendent a schedule for the annual and five (5) year test. **Certification labels shall be affixed to each elevator with the date the five (5) year inspection was performed as required by the State of Texas State Elevator Inspector. After completion of the required safety tests, the vendor shall submit a document to the Building Superintendent containing at least the following information: (The document may be the vendor's standard form):**

- 4.23.1.1 Type of test.
- 4.23.1.2 Name of organization performing test.
- 4.23.1.3 Address of the facility being tested.
- 4.23.1.4 Elevator/escalator identification number.
- 4.23.1.5 Car capacity
- 4.23.1.6 Speed.
- 4.23.1.7 Type of elevator/escalator.
- 4.23.1.8 Type of machine
- 4.23.1.9 Manufacture of safety.
- 4.23.1.10 Type of safety.
- 4.23.1.11 Indication that governor has been checked for proper tripping speed and that the overspeed switch is functional.
- 4.23.1.12 Type, size and condition of governor rope before and after test.
- 4.23.1.13 Load at which safety was tested.
- 4.23.1.14 Speed at which governor tripped.
- 4.23.1.15 Length of marks on each guide rail made by safety jaws.
- 4.23.1.16 Number of turns remaining on drum.
- 4.23.1.17 Did car or counterweight set level?
- 4.23.1.18 Did governor seat satisfactory?
- 4.23.1.19 Was governor calibrated? At what speed?
- 4.23.1.20 Was safety test satisfactory?
- 4.23.1.21 At what speed and load were buffers tested?
- 4.23.1.22 Was oil level satisfactory after test?
- 4.23.1.23 Indicate plunger compression return time.
- 4.23.1.24 Indicate date test was made.
- 4.23.1.25 Signature of individual performing test.
- 4.23.1.26 Any additional remarks that is applicable.

4.23.2 After test(s) have been performed, all safety devices shall be checked and adjusted as required to meet manufacturer's recommendations. Cars shall not be placed in service until all tests, checks and adjustments are complete and elevators are in proper working condition. The vendor shall not be held responsible for any damage to the building and equipment caused by tests, unless such damage is a result of his negligence. Failure to follow correct procedures to prevent damage

and failure to perform pretest examinations shall be considered negligence of the vendor.

4.23.3 The contractor shall provide a schedule to the Building Superintendent for the annual and five (5) tests as required by the ANSI Code.

4.23.4 Upon Completion of tests/inspections, the vendor shall submit to the Building Superintendent a report of the findings. The vendor shall submit proposals for any necessary repairs that are not covered under contract and/or a schedule of any repairs to be made that are covered under the contract.

4.24 Drawing and Wiring Diagrams:

4.24.1. Drawings and wiring diagrams which are furnished by Collin County to facilitate the contractor's work shall be maintained and revised by him periodically as changes occur. At the expiration of the contract, the vendor shall turn over to the Building Superintendent three (3) copies of the drawings and wiring diagrams, completely revised to date, covering each elevator. These drawings and wiring diagrams shall faithfully represent the "as modified" condition existing at the expiration date.

4.24.2 Any and all drawings and wiring diagrams furnished the contractor by Collin County or drawings and wiring diagrams prepared by the contractor for work under the contract shall be considered the property of Collin County and shall be accessible to Collin County at all times, and be turned over to Collin County upon demand. Failure to turn over all updated prints and wiring diagrams shall result in Final Payment being held until prints are received by Collin County.

4.25 Items of Preventive Maintenance Work:

4.25.1 The preventive maintenance specified herein is considered the minimum for all equipment. If specific equipment covered by this contract requires additional preventive maintenance for safe reliable operation, as specified by the manufacturer, the vendor shall perform the required additional preventive maintenance without added cost to Collin County. Preventive maintenance shall be performed on traction and hydraulic elevator equipment and escalator equipment. The jack and underground piping shall be excluded from the maintenance agreement.

4.25.1.1 Elevators – Over All Inspection:

4.25.1.1.1 Perform general inspection of machinery, sheaves, worm and gear motor, brake, and selector. Lubricate as required.

4.25.1.1.2 Empty drip pans, discard oil in an approved manner, check reservoir oil level.

- 4.25.1.1.3 Observe brake operation and adjust or repair if required.
- 4.25.1.1.4 Inspect and lubricate machinery, contacts, linkage and gearing.
- 4.25.1.1.5 Clean and inspect brushes and commutator, perform needed repairs.
- 4.25.1.1.6 Clean and inspect controllers, selectors, relays, connectors, contacts, etc.
- 4.25.1.1.7 Ride car and observe operation of doors, leveling, reopening devices, pushbuttons, lights, etc.
- 4.25.1.1.8 Furnish and replace all burned out interior car lighting, car lamps, machine room lighting, lighting in pit, hall lanterns, and light bulbs in elevator car.
- 4.25.1.1.9 Remove litter, dust, oil, etc., from all machine room equipment.
- 4.25.1.1.10 Clean trash from pit and empty drip pans.
- 4.25.1.1.11 Check governor and tape tension sheave lubrication.

4.25.1.2 Car Operation Inspection

- 4.25.1.2.1 Observe operation of elevator throughout its full range and at all floors it serves to test controls, safety devices, leveling, releveling and other devices.
- 4.25.1.2.2 Check door operation, clean, lubricate and adjust tracks, check linkages, gears, wiring motors: check keys, set screws, contracts chains, cams and door closer.
- 4.25.1.2.3 Check selector. Clean, adjust and lubricate brushes, dashpots, traveling cables, chain, pawl magnets, wiring, contacts, relays, tape drive and broken tape switch.
- 4.25.1.2.4 Check car. Clean, adjust and lubricate car door and gate tracks, pivots, hangers, car sill, side and top exits.
- 4.25.1.2.5 Inspect interior of cab. Test telephone or intercommunication travel cable for problems, normal and emergency lights, fan, emergency call system or alarm, car station. Make needed repairs.
- 4.25.1.2.6 Visually inspect controller, contacts and relays. Check adjustment and replace contacts as required.
- 4.25.1.2.7 Observe operation of signal and dispatching system. Inspect compensating hitches, buffers, rope clamps, slack cable switch, couplings, keyways, and pulleys. Check load weighing device and dispatching time settings. Clean, adjust and lubricate as necessary.

4.25.1.2.8 Check oil level in car and counterweight oil buffers and add oil as required.

4.25.1.2.9 Check brushes and commutators. Inspect commutators for finish, grooving, eccentricity and mica level. If required clean, turn or refinish commutator to provide proper commutation. Inspect brushes for tension seating and wear, replace or adjust as required.

4.25.1.2.10 Check and adjust:

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| 4.25.1.2.10.1 | Car ventilation system. |
| 4.25.1.2.10.2 | Car position indicators. |
| 4.25.1.2.10.3 | Director stations. |
| 4.25.1.2.10.4 | Hall and car call buttons. |
| 4.25.1.2.10.5 | Hall lanterns. |

4.25.1.3 Leveling Inspection

4.25.1.3.1 Check leveling operation. Clean and adjust leveling switches, hoistway vanes, magnets, selectors, tapes, and inductors. Repair and/or adjust for proper leveling.

4.25.1.3.2 Check hoistway doors. Clean, lubricate, and adjust tracks, hangers and up thrust eccentrics, linkage gibs and interlocks.

4.25.1.3.3 Clean, adjust and lubricate car door or gate tracks, pivots, hangers.

4.25.1.3.4 Inspect all fastenings and ropes for wear and lubrication. Clean both governor and hoist ropes and lubricate hoist ropes if needed. Inspect all rope hitches and shackles and equalize rope tension.

4.25.1.3.5 Inspect hoist reduction gear brake and brake drum, drive sheave and motor, and any bearing wear.

4.25.1.3.6 In the car, test alarm bell system. Clean light fixtures. Inspect, clean and adjust retiring cam device, chain, dashpots, commutators, brushed, cam pivots, and fastenings. Test emergency switch (ground case if necessary). Inspect safety parts, pivots, set screws, switches, etc. Check adjustment of car and counterweight gibs, shoes or roller guides, lubricate and adjust if necessary.

4.25.1.3.7 In the pit, lubricate compensating sheave and inspect hitches. Inspect governor and tape tension sheave fastenings, empty and clean oil drip pans.

4.25.1.3.8 Clean all parts of safeties and lubricate moving parts to assure their proper operation. Check and adjust clearance between safety jaws and guide rails. Visually inspect all safety parts.

4.25.1.4 Overhead Inspection:

4.25.1.4.1 Check controllers. Clean with blower, check alignment of switches, relays, timers, contacts, hinge pins, etc., adjust and lubricate. Check all resistance tubes and grids. Check oil overload relays, settings and operation of overloads. Clean and inspect fuses and holders and all controller connections.

4.25.1.4.2 In hoistway, examine guide rails, cams and fastenings. Inspect and test limit and terminal switches. Check and adjust car shoes, gibs or roller guides. Adjust or replace as required.

4.25.1.4.3 Clean all overhead sheaves, sill, and bottom of platform, car tops, counterweights and hoistway walls.

4.25.1.4.4 Inspect sheaves to ensure they are tight on shafts. Sound spokes and rim with hammer for cracks.

4.25.1.4.5 Examine all hoist ropes for wear, lubrication, length and tension. Replace, lubricate and adjust as required to meet code requirements.

4.25.1.4.6 On tape drives, check hitches and broken tape switch.

4.25.1.4.7 Check car stile channels for bends or cracks; also car frame, cams, supports and car steadying plates.

4.25.1.4.8 Check fastenings and operation of door checks, interlocks, clean and lubricate pivot points as required.

4.25.1.4.9 Check governor and tape tension sheave fastenings.

4.25.1.5 Motor Inspection:

4.25.1.5.1 Thoroughly clean car and counterweight guide rails using nonflammable or high flashpoint solvent to remove unit lint dust and excess lubricant.

4.25.1.5.2 Remove, clean and lubricate brake cores on brakes, clean linings, if necessary, and inspect for wear. Correct for excessive wear and adjust.

4.25.1.5.3 Inspect hoist motor armatures and rotor clearances.

4.25.1.5.4 Drain, flush and refill oil reservoirs of each hoisting motor.

4.25.1.5.5 Check and reset, if necessary, all brushes for neutral settings, proper quartering and spacing on commutators.

4.25.1.5.6 Group supervisory control system shall be checked out. The systems dispatching, scheduling and emergency service features shall be tested and adjusted in accordance with manufacturer's literature. The vendor shall prove to the satisfaction of Collin County that the system functions properly. All work shall be performed during **other than normal working hours** with no inconveniences to building occupants. A full report covering adjustment time intervals, dispatch times on various programs, door standing time and door opening and closing speeds shall be furnished to Collin County. This shall be done at least once a year. The vendor shall provide to the Building superintendent a schedule for the above test within thirty (30) days after the award of the contract.

4.25.1.6 Escalator:

The following items will be inspected, adjust and lubricate as necessary and replace parts if conditions warrant:

- 4.25.1.6.1 Escalator Power Unit
- 4.25.1.6.2 Controller Parts
- 4.25.1.6.3 Electrical Switches
- 4.25.1.6.4 Bearings
- 4.25.1.6.5 Governors and Brakes
- 4.25.1.6.6 Step and Chain Wheels
- 4.25.1.6.7 Step and Step Treads
- 4.25.1.6.8 Chains and Sprockets
- 4.25.1.6.9 Comb Plates
- 4.25.1.6.10 Safety Devices Handrails
- 4.25.1.6.11 Resets

4.26 Special Tools: Any and all special tools required to maintain/adjust elevator(s) shall be provided by vendor.

ATTACHMENT A**BIDDER SHALL PROVIDE THE FOLLOWING INFORMATION. FAILURE TO PROVIDE THIS INFORMATION SHALL BE CAUSE FOR REJECTION OF BID**

1. Competency Of Bidder: The importance of maintaining this equipment in a safe and satisfactory operating condition, demands that the bidder, in order to qualify in addition to the other requirements herein provided, shall prove to the satisfaction of Collin County that his firm has actively and normally been engaged, for at least the past five years in the maintenance, service, repair and replacement of materials and equipment of elevators of similar manufacture, capacity, solid state control systems and motor drives as those covered by this contract, and installed in this complex. The bidder shall show that he has available under his direct employment and supervision, the necessary organization and facilities to properly fulfill all the services and conditions required under these specifications.

Bidder shall submit evidence of the following with his bid:

1.1 Organization capable of performing the work described below, in continuous operating for at least the past five years.

Number of years in operation: (Text Box)

1.1.1 List the names of the employees in the area responsible for this contract, their function in company, title, and number of years of service with the bidder's firm. (Attach a separate list and submit with bid). (Text Box)

1.1.2 The present address of the main operating facilities of this organization, location of the engineering department, and if any, the location of the research and development department.

Present Address: (Text Box)

Location of Engineering Department: (Text Box)

Location of Research & Development Department: (Text Box)

1.1.3 Location of the facility that will serve this contract. The facility must be located within fifty 50 mile radius of the equipment being served. Bidder's location shall be within a fifty (50) mile radius from the Central Plant – 4600 Community Ave. in McKinney, TX 75071 to the North and fifty (50) mile radius from 900 E. Park Blvd. Plaza locations in Plano, TX 75074 to the South. In the event of an emergency vendor response time shall be no more than one (1) hour from locations listed. (See section 4.21.3)

Location of facility: (Text Box)

1.2 The main operating facilities (or subcontractors) are equipped with:

1.2.1 Machine shop facilities containing lathes, drill press, power hack saw, milling machine and a hydraulic press. One of the lathes should be capable of handling stock 18" x 60". **(Insert yes/no buttons below)**

Machine shop facilities containing lathes: _____yes_____no
 Drill Press: _____yes_____no
 Power Hack Saw: _____yes_____no
 Milling Machine: _____yes_____no
 Hydraulic Press: _____yes_____no
 Handling Stock 18'x60": _____yes_____no

1.2.2 Turning tools capable of turning any hoisting machine communtator on the job site. **(Insert yes/no buttons below)**

Capability of Turning Tools: _____yes_____no
 (Hoisting Machine Communtator)

1.2.3 Machine tools capable of turning main motor drive sheave grooves on the machine. **(Insert yes/no buttons below)**

Capability of Turning Tools: _____yes_____no
 (Main Motor Drive Sheave Grooves)

1.2.4 Testing facilities with reversing ammeters. reversing voltmeters, and power sources capable of supplying voltages from 0 to 600 volts A.C. or D.C. Testing equipment required for solid state motor drives. List any other testing equipment on hand for adequate testing analysis in case of problems and for preventive maintenance. **(Insert yes/no buttons below)**

Testing Facilities: _____yes_____no
 Reversing Ammeters: _____yes_____no
 Reversing Voltmeters: _____yes_____no
 Power Sources: _____yes_____no
 (Capable of supplying voltages from 0 to
 600 volts A.C. or D.C.)
 Testing Equipment: _____yes_____no
 (Required for solid state motor drives)

List any other testing equipment on hand for adequate testing analysis in case of problems and for preventive maintenance:
(Text Box)

1.3 Group supervisory control systems are included in the equipment covered by these specifications, bidder shall have at least three (3) years' experience with such control system and shall provide with bid, a detailed written statement of such experience including the company or building serviced, representative

responsible for supervising the contract for such company or building, and complete elevator characteristics. (Text Box)

1.4 That the vendor shall use only skilled competent, trained elevator personnel having a minimum experience of three years in maintaining systems similar to those in this specification. (It is not necessary for all the required experience to have been acquired with the bidder's firm.) (Text Box)

1.5 Spare Parts:

1.5.1 In addition to the minor spare parts specified, the vendor shall have available at all times, for immediate delivery and installation, sufficient supply of the following emergency spare parts for the repair of each elevator concerned. The minimum inventory shall include, but not necessarily be limited to, the following: (Insert yes/no buttons below)

Lamps, minimum of two (2) of each type:	<input type="checkbox"/> yes <input type="checkbox"/> no
Minimum of one (1) door operator motor and gear reduction unit for each type of door:	<input type="checkbox"/> yes <input type="checkbox"/> no
Transformers and rectifiers for each type and size used:	<input type="checkbox"/> yes <input type="checkbox"/> no
Relays and switches, minimum of one (1) of each type:	<input type="checkbox"/> yes <input type="checkbox"/> no
Controller and selector switch contacts and coils for each size and type used:	<input type="checkbox"/> yes <input type="checkbox"/> no
Two (2) of each printed circuit board required for all control functions:	<input type="checkbox"/> yes <input type="checkbox"/> no
Leveling switches, magnets and inductors:	<input type="checkbox"/> yes <input type="checkbox"/> no
Door interlock roller:	<input type="checkbox"/> yes <input type="checkbox"/> no
One (1) complete car door safety edge:	<input type="checkbox"/> yes <input type="checkbox"/> no
One (1) car door photo electric safety device:	<input type="checkbox"/> yes <input type="checkbox"/> no
One (1) set minimum of hanger rollers for north car and hall doors:	<input type="checkbox"/> yes <input type="checkbox"/> no
Limit switches and terminal stopping switches:	<input type="checkbox"/> yes <input type="checkbox"/> no
Roller guides for car:	<input type="checkbox"/> yes <input type="checkbox"/> no
Electronic tubes for each type and size used:	<input type="checkbox"/> yes <input type="checkbox"/> no
Flexible guide shoe gibs:	<input type="checkbox"/> yes <input type="checkbox"/> no
Torque wrenches and the small tools:	<input type="checkbox"/> yes <input type="checkbox"/> no

**SIGNATURE FORM
COLLIN COUNTY, TEXAS**

DELIVERY WILL BE F.O.B. INSIDE DELIVERY AT COLLIN COUNTY DESIGNATED LOCATIONS AND ALL TRANSPORTATION CHARGES PAID BY THE SUPPLIER TO DESTINATION.

DELIVERY TO BE SPECIFIED IN CALENDAR DAYS FROM DATE OF ORDER.

WE **DO NOT** TAKE EXCEPTION TO THE BID SPECIFICATIONS.

WE **TAKE** EXCEPTION TO THE BID SPECIFICATIONS (EXPLAIN):

COMPANY INFORMATION/PROFILE/REFERENCES

Preferential Requirement: The County of Collin, as a governmental agency of the State of Texas, may not award a contract to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Government Code, Title 10, V.T.C.A., Chapter 2252, Subchapter A). Bidder shall make answer to the following questions by selecting the appropriate radio button or inserting information in the box provided:

Is your principal place of business in the State of Texas? Yes No

If the answer to question is "yes", no further information is necessary; if "no", please indicate:

in which state is your principal place of business is located:

if that state favors resident bidders (bidders in your state) by some dollar increment or percentage: Yes No

if "yes", what is that dollar increment or percentage?

Company Profile: IS YOUR FIRM?

Sole Proprietorship Yes No

General Partnership Yes No

Limited Partnership Yes No

Corporation Yes No

Other Yes No

List Legal Names in Company:

List at least three (3) companies or governmental agencies where these same/like products/services, as stated herein, have been provided. Include company name, address, contact name and telephone number.



AS PERMITTED UNDER TITLE 8, CHAPTER 271, SUBCHAPTER F, SECTION 271.101 AND 271.102 V.T.C.A. AND TITLE 7, CHAPTER 791, SUBCHAPTER C, SECTION 791.025, V.T.C.A., OTHER LOCAL GOVERNMENTAL ENTITIES MAY WISH TO ALSO PARTICIPATE UNDER THE SAME TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT. EACH ENTITY WISHING TO PARTICIPATE MUST ENTER INTO AN INTERLOCAL AGREEMENT WITH COLLIN COUNTY AND HAVE PRIOR AUTHORIZATION FROM VENDOR. IF SUCH PARTICIPATION IS AUTHORIZED, ALL PURCHASE ORDERS WILL BE ISSUED DIRECTLY FROM AND SHIPPED DIRECTLY TO THE LOCAL GOVERNMENTAL ENTITY REQUIRING SUPPLIES/SERVICES. COLLIN COUNTY SHALL NOT BE HELD RESPONSIBLE FOR ANY ORDERS PLACED, DELIVERIES MADE OR PAYMENT FOR SUPPLIES/SERVICES ORDERED BY THESE ENTITIES. EACH ENTITY RESERVES THE RIGHT TO DETERMINE THEIR PARTICIPATION IN THIS CONTRACT. WOULD BIDDER BE WILLING TO ALLOW OTHER LOCAL GOVERNMENTAL ENTITIES TO PARTICIPATE IN THIS CONTRACT, IF AWARDED, UNDER THE SAME TERMS AND CONDITIONS? Yes No

By signing and submitting this Bid/Proposal, Bidder/Offeror acknowledges, understands the specifications, any and all addenda, and agrees to the bid/proposal terms and conditions and can provide the minimum requirements stated herein. Bidder/Offeror acknowledges they have read the document in its entirety, visited the site, performed investigations and verifications as deemed necessary, is familiar with local conditions under which work is to be performed and will be responsible for any and all errors in Bid/Proposal submittal resulting from Bidder/Offeror's failure to do so. Bidder/Offeror acknowledges the prices submitted in this Bid/Proposal have been carefully reviewed and are submitted as correct and final. If Bid/Proposal is accepted, vendor further certifies and agrees to furnish any and all products/services upon which prices are extended at the price submitted, and upon conditions in the specifications of the Invitation for Bid/Request for Proposal.

THE UNDERSIGNED HEREBY CERTIFIES THE FOREGOING BID/PROPOSAL SUBMITTED BY THE COMPANY LISTED BELOW HEREINAFTER CALLED "BIDDER/OFFEROR" IS THE DULY AUTHORIZED AGENT OF SAID COMPANY AND THE PERSON SIGNING SAID BID/PROPOSAL HAS BEEN DULY AUTHORIZED TO EXECUTE SAME. BIDDER/OFFEROR AFFIRMS THAT THEY ARE DULY AUTHORIZED TO EXECUTE THIS CONTRACT; THIS COMPANY; CORPORATION, FIRM, PARTNERSHIP OR INDIVIDUAL HAS NOT PREPARED THIS BID/PROPOSAL IN COLLUSION WITH ANY OTHER BIDDER/OFFEROR OR OTHER PERSON OR PERSONS ENGAGED IN THE SAME LINE OF BUSINESS; AND THAT THE CONTENTS OF THIS BID/PROPOSAL AS TO PRICES, TERMS AND CONDITIONS OF SAID BID/PROPOSAL HAVE NOT BEEN COMMUNICATED BY THE UNDERSIGNED NOR BY ANY EMPLOYEE OR AGENT TO ANY OTHER PERSON ENGAGED IN THIS TYPE OF BUSINESS PRIOR TO THE OFFICIAL OPENING OF THIS BID/PROPOSAL.

Company Name	
Street Address of Principal Place of Business	
City, State, Zip	

Phone of Principal Place of Business	
Fax of Principal Place of Business	
E-mail Address of Representative	
Federal Identification Number	
Date	
Acknowledgement of Addenda	#1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4 <input type="checkbox"/> #5 <input type="checkbox"/> #6 <input type="checkbox"/>
Authorized Representative Name	
Authorized Representative Title	
Signature (Required for paper bid submission)	

CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ	
For vendor or other person doing business with local governmental entity	
<p>This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.</p> <p>By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	<div style="border: 1px solid black; padding: 2px; text-align: center; font-weight: bold;">OFFICE USE ONLY</div> <div style="border: 1px solid black; padding: 2px;">Date Received</div>
1	<p>Name of person doing business with local governmental entity.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
2	<p><input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p>(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>
3	<p>Name each employee or contractor of the local governmental entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money AND describe the affiliation or business relationship.</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
4	<p>Name each local government officer who appoints or employs local government officers of the governmental entity for which this questionnaire is filed AND describe the affiliation or business relationship.</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>

Adopted 11/02/2005

FORM CIQ

CONFLICT OF INTEREST QUESTIONNAIRE

Page 2

For vendor or other person doing business with local governmental entity

5 **Name of local government officer with whom filer has affiliation or business relationship.
(Complete this section only if the answer to A, B, or C is YES.**

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire? Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity? Yes No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more? Yes No

D. Describe each affiliation or business relationship.

Empty text box for describing affiliations or business relationships.

6

Signature of person doing business with the governmental entity

Date

Adopted 11/02/2005

AFFIDAVIT OF COMPLIANCE

I, the undersigned, declare and affirm that my company is in compliance with the Immigration and Reform Act of 1986 and all employees are legally eligible to work in the United States of America.

I further understand and acknowledge that any non-compliance with the Immigration and Reform Act of 1986 at any time during the term of this contract will render the contract voidable.

Name of Company

Title of Officer

Name of Officer

Date:

**COLLIN COUNTY**

OFFICE OF COUNTY AUDITOR
2300 Bloomdale Road • Suite 3100
McKinney, Texas 75071
(972) 548-4731 • Metro (972) 424-1460
Fax (972) 548-4696

Dear Vendor:

In order for Collin County to comply with Internal Revenue Service Guidelines, we are required to keep a W-9 on file for each vendor to whom we have remitted payment(s). Collin County is in the process of up dating their files.

Please complete the attached/faxed W-9 form and **fax** to (972) 548-4696 OR **mail** the original to 2300 Bloomdale Road, Suite 3100, McKinney, Tx 75071. Failure to do so may result in delay(s) of future payments.

Thank you in advance for your assistance in this matter.

Sincerely,

Jeffry May
Collin County Auditor

JM/pac

Form **W-9**
(Rev. October 2007)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Other (see instructions) ▶	<input type="checkbox"/> Exempt payee
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number : : :
or
Employer identification number : : :

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

In order to better serve our bidders, the Collin County Purchasing Department is conducting the following survey. We appreciate your time and effort expended to submit your bid. Please take a moment to complete the below. Should you have any questions or require more information please call (972) 548-4165.

HOW DID YOU RECEIVE NOTICE OF THIS REQUEST FOR BID OR PROPOSALS?

McKinney Courier-Gazette? Yes No

Plan Room? Yes No

Collin County Web-Site? Yes No

Facsimile or email from BidSync? Yes No

Other

HOW DID YOU RECEIVE THE BID DOCUMENTS?

Downloaded from Home Computer? Yes No

Downloaded from Company Computer? Yes No

Requested a Copy from Collin County? Yes No

Other

Thank You,

Collin County Purchasing Department

Question and Answers for Bid #2014-176 - Maintenance: Elevators/Escalators

OVERALL BID QUESTIONS

There are no questions associated with this bid. If you would like to submit a question, please click on the "Create New Question" button below.