



SPECIFICATION: Bid No: 45/2020
BID FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER
TO REPAIR AND MAINTAIN THE LIFT FOR SENQU LOCAL MUNICIPALITY PROPERTIES FOR A PERIOD
OF 3 YEARS (36 MONTHS)

1. PURPOSE:

The purpose of this bid is the appointment of a suitable and accredited service provider to repair and maintain the lifts or elevators of properties belonging to Senqu Local Municipality for a period of 3 years (36 months).

2. BACKGROUND

- 2.1 Senqu municipality has gearless motor lift. The same carries a 630kg load. It has two (2) stops. The unit was installed in year 2010.
- 2.2 The contractor shall attend to fault calls, inspect, service, repair, maintain, modify, test and examine the lifts to keep the lift in a proper state of repair and in safe working condition. All the materials, equipment and appliances to be used shall be from the original or reputable manufacturers.
- 2.3 The maintenance works shall comprise but not limited to the supply of materials and labour necessary to carry out the following works:

- Preventive and planned routine maintenance of the lift;
- Attending emergency and/or fault call-out services; and
- Comprehensive maintenance and repairs of, modification, alterations and additions to the lifts.

2.4 Shut-down of Lift

Shut-down of lift at the premises concerned during execution of works shall be kept to minimum. The contractor shall dispatch sufficient technical staff to execute diligently the works within a reasonable period of time.

If shut-down is deemed necessary, the following guideline must be observed:

- Shut down of any lift must be strictly on need basis. Operation of the lift must resume as soon as possible after completion of the works.
- The contractor shall be responsible for giving well in advance verbal and written notice to the relevant Municipal Office Manager or his/her representative on any shut down indicating the scheduled shut down period and resumption of the lift services.

2.5 Working Outside Office Hours

The contractor shall allow for carrying out modification, inspection, service, testing, adjustment, maintenance and repair at times outside normal office hours, including public holidays. This in particular applies to emergency and fault call services.

3. SCOPE OF WORK

A core summary of the services to be rendered by the service provider is as follows:

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- 3.1 Maintenance of lifts and/or elevator units
- 3.2 Provide repair services when required.
- 3.3 Examine, lubricate, adjust and repair/replace covered components.
- 3.4 Provide preventative maintenance service and program.
- 3.5 Provide prompt call-back coverage
- 3.6 Recommend on required repairs after maintenance / inspection and safety testing.
- 3.7 Inspecting of the lifts or elevators on request.
- 3.8 Response to call outs on emergency of lift or elevator failure.
- 3.9 Provide customer friendly and responsive communication at all times.
- 3.10 Assign a technician and back-up technicians

Maintenance and Services shall include but not limited to the following:

(Please clearly state any additional routine work you consider necessary over and above the ones listed below).

Each Visit:

- Ride each elevator and observe performance, levelling, floor stops, door opening and closing operation and noise.
- Test safety edges photo eyes, detectors, door open buttons, and alarm bell.

Monthly:

- Clean and inspect machine, controller, selector, motor, motor generator and governor.
- Clean and inspect car top, operating switches, door operator and controls, car door hangers, gibs, detectors and/or photo eyes and safety edges.
- Lubricate and adjust door operator and door accessor equipment.
- Clean and inspect hoistway door hangers, interlocks, linkage, pick up assembly, door gibs, non-vision wing and hoistway switches.
- Clean and inspect governor tension sheave, car and counterweight buffers, compensating sheave assembly.
- Clean pit and check safety plank and travel cable loops.
- Clean machine room, check commutators and brushes, clean and adjust controller and selector contacts and relays.
- Check car and hall fixture lamps, levelling and floor stops, alarm bell and emergency stop, inspect travel cable.

Quarterly:

- Inspect rope shackles, car and counterweight guides, TM and Slow Down switches, adjust and lubricate as required, check emergency light.
- Check and adjust brake. Inspect and lubricate pivot pins.
- Clean and adjust controller and selector components including contacts, relays and timers. Check transformers and rectifiers. Vacuum or brush all controller and selector parts.
- Check out complete safety circuit.
- Check selector cables and/or tapes. Lubricate selector drive worm. Inspect selector drive.
- Clean, inspect and lubricate governor linkage.
- Inspect, rotate and equalize hoist cables. Inspect cable shackles and fastenings.
- Check adjustment of roller/slide car and counterweigh guides. Check bearings/liners and fastenings.
- Inspect TM, slowdown, levelling and/or limit switches.
- Clean and inspect all car and hoistway door contacts and interlocks.
- Check door closing force. Check car and hoistway hangar rollers and adjust up thrusts.
- Inspect door operator bearings and cams.

- Clean and inspect governor tail sheave, compensating sheaves, compensation ropes and hitches and/or compensation chains, guides and hitches.
- Clean and inspect car and counterweight buffers.
- Check buffer oil level and operation.

Semi Annual:

- Check control and mainline fuses, voltage reading, motor and motor generator wire connections, overloads, armature clearance and brake cores.
- Check motor overload devices, resistor and resistance connections.
- Check car safety mechanism and governor rope hitch.

Annual:

- Drop brake shoes, clean, lubricate and adjust. Flush and replace worm gear oil.
- Check all controller and selector terminals. Check and clean all fuse holders.
- Check car frame, overhead, car and counterweight sheaves, sills and pit.
- Annual lubrication of motor, motor generator and machine bearings, deflector, compound and compensating sheaves and governor tension sheave bearings. Check all fastenings.
- Annual car safety test. Clean, inspect and lubricate governor and safety mechanisms. Check buffer oil level.
- Adjust motor control and perform logic systems operation check.
- Clean hoistway and hoistway equipment including guide rails, counter weights, hoistway door hangars, interlocks, closer, headers and related devices.
- Check all fastening on guide rails, brackets and entrances. Check traveling cables.
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4. PROJECT TIME FRAME

The contract is for a period of three (3) years (that will start on the date of signature of the SLA) but can be terminated when there is proof of underperformance or substandard performance.

5. SITE LOCATION

The elevator is located in Senqu Municipality lady Grey Main office

FUNCTIONALITY

The minimum points required for the bidder to be considered is 60 points.

| CRITERIA | Level of Experience of business | SCORE |
|-----------------------------------------------------------------------------------------|----------------------------------------|--------------|
| Experience in elevator solutions (list of projects supplied with contactable reference) | 10 points per project | 100 |
| TOTAL 100 points | | |
| Total | (Min threshold 60) | 100 |