

Oakton College District 535

Procurement Department, Room 1240
1600 E. Golf Rd., Des Plaines, IL 60016
847-635-2607

Invitation to Bid # 0804-22-07

Issue Date: August 4, 2022

Mandatory Pre-Bid Date: August 11, 2022 at 11:00 am

**Bids will be received in the Procurement Office at the above address until
11:00 am on August 30, 2022.**

Bids will be publicly opened at this time. Late bids will not be accepted.

Elevator Maintenance Contract

The College is requesting bids to provide services for Elevator Maintenance for a four-year contract. The main building at the Des Plaines campus has six passenger elevators and one freight elevator. The Lee Center at the Des Plaines campus has one passenger and one freight elevator. The Skokie campus has three passenger elevators and two lifts. All elevators at both campuses require monthly maintenance. Please see the following pages for full description of the scope of the work to be included.

A mandatory pre-bid meeting will be held on Thursday August 11, 2022 starting at 11:00 am at the College's Des Plaines campus, 1600 E. Golf Road, Suite 1240. Upon completion of this meeting in Des Plaines, contractors are responsible for providing their own transportation to the Skokie campus at 7701 N. Lincoln Ave where the pre-bid meeting will continue. Only contractors who attend both pre-bid meetings will be allowed to submit a bid.

Any questions regarding this bid must be submitted in writing via email by 11:00 am on Thursday August 25, 2022

Questions will be answered through an addendum and submitted to the following individuals:

Joe Scifo, Director of Facilities, jscifo@oakton.edu

Rich Schwass, Senior Manager Campus Facilities and Construction at rschwass@oakton.edu

Trinh Than, Purchasing Manager at tthan@oakton.edu

Oakton College District 535 is exempt from all Federal, State, and Municipal Taxes.

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within 60 days of the bid due date, to provide the specified items for the sum shown in accordance with the terms stated herein. All deviations from the specifications and terms are in writing and attached hereto. I offer the following discount terms

Company Name: _____ Date: _____

Address: _____ City/St/Zip: _____

Name: _____ Title: _____

Phone #: _____ Fax #: _____

Signature: _____ E-mail: _____

Please find below the list of submitted questions from Vendors and our response:

1. Will existing repairs be completed prior to the start of the new contract including the cavitation in Elevator 1/ DP campus?
Answer: Oakton is unaware of any pending elevator repairs at this time.
2. Can a copy of the bid sheet be sent over in a spreadsheet format?
Answer: No, the pricing sheet will not be provided in a spreadsheet format. However, the provided pricing sheet is a fillable PDF.
3. Is there a minimum number of hours required per month for each elevator or campus of preventative maintenance?
Answer: Please refer back to the bid document.
4. Are any service tools provided for the elevator equipment by Oakton?
Answer: No.
5. On average how many overtime service calls are requested per month or per year for each campus?
Answer: There are no set average.

All other specifications, terms, and conditions noted in the original bid documents remain in effect and unchanged.

Please sign and return this addendum with your bid.