

REQUEST FOR BIDS

Elevator Maintenance

Due: Thursday, august 14th, 2025 BY 11:00 Am



Hackensack housing authority
65 first street
Hackensack, new jersey 07601
Legal Advertisement

REQUEST FOR BIDS

The Housing Authority of the City of Hackensack, New Jersey will accept bids for the following services:

Elevator Maintenance

It is the Housing Authority's desire to retain a duly qualified, competent and capable contractor to maintain its elevator equipment at five locations. All services must be in accordance with the existing laws, rules, orders, directives and regulations governing these services and supplies.

All persons interested in submitting a proposal for elevator maintenance should contact the Housing Authority of the City of Hackensack in order to receive a copy of the formal Request for Bids. The RFB specifies the scope of the services and the requirements for submitting proposals. The term of the contract is two (2) years (10/1/25-9/30/27)

All bids must be submitted to the office of the Housing Authority of the City of Hackensack, 65 First Street, Hackensack, New Jersey on or before Thursday, August 14th, 2025 by 11:00 AM. The buildings are available for inspection by appointment only between the hours of 9:00 AM to 4:00 PM, Monday to Friday.

The Housing Authority reserves the right to reject any and all bids received for this work. It also reserves the right to terminate the vendor, for convenience, at any time during the term of the contract.

ANTHONY FEORENZO
Executive Director

ELEVATOR MAINTENANCE SPECIFICATIONS

FURNISH STANDARD ELEVATOR MAINTENANCE ON THE FOLLOWING EQUIPMENT:

STALEY ELEVATORS: TWO (2) 65 FIRST STREET, HACKENSACK, N. J.

ONE (1) 164 BEECH STREET, HACKENSACK, N. J.

ONE (1) 230 CENTRAL AVENUE, HACKENSACK, N. J.

ONE (1) 175 W. RAILROAD AVENUE, HACKENSACK, N. J.

GENERAL ELEVATOR: TWO (2) 60 KANSAS STREET, HACKENSACK, N. J.

THE CONTRACT SHALL BE FOR THE FOLLOWING PERIOD: OCTOBER 1st, 2025 to SEPTEMBER 30th, 2026, WITH A ONE (1) YEAR RENEWAL.

THE FOLLOWING SPECIFICATIONS WILL BE INCORPORATED BY REFERENCE IN ANY SPECIFICATION, IF ANY, PROVIDED BY THE CONTRACTOR. THEY WILL BE MADE AN INTEGRAL PART OF THE AGREEMENT WITH THE CONTRACTOR AND ARE INTENDED TO SUPPLEMENT, BUT IN NO WAY LIMIT, THE TERMS AND CONDITIONS OF THE AGREEMENT. SHOULD THERE BE A CONFLICT BETWEEN ANY PART OF THESE SPECIFICATIONS AND THOSE OF THE CONTRACTOR' S SPECIFICATIONS, THESE SPECIFICATIONS WILL TAKE PRECEDENCE.

SCOPE OF WORK

THE CONTRACTOR SHALL MAINTAIN THE EFFICIENCY, SAFETY AND SPEEDS AS SPECIFIED AND DESIGNED BY THE MANUFACTURERS OF THE EQUIPMENT AT ALL TIMES, INCLUDING ACCELERATION, RETARDATION, CONTRACT SPEED IN FEET PER MINUTE WITH OR WITHOUT FULL LOAD, FLOOR TO FLOOR TIME, AND DOOR OPENING AND CLOSING TIME. THE CONTRACTOR SHALL PROVIDE ENGINEERING DATA, INCLUDING DIAGRAMS, TO PROVE THAT THEY CONFORM WITH THE SPECIFICATIONS.

MAINTAIN THE ENTIRE ELEVATOR EQUIPMENT AS HEREINAFTER DESCRIBE ON THE TERMS AND CONDITIONS SUBSEQUENTLY SET FORTH:

WORK INCLUDED

1. THE SUCCESSFUL CONTRACTOR UNDER THIS CONTRACT SHALL MAINTAIN THE ENTIRE ELEVATOR EQUIPMENT AS HEREINAFTER DESCRIBE ON TERMS AND CONDITIONS SET

FORTH. ONLY TRAINED PERSONNEL DIRECTLY EMPLOYED AND SUPERVISED BY THE SUCCESSFUL BIDDER SHALL BE USED. THESE PERSONNEL SHALL BE QUALIFIED TO KEEP THE EQUIPMENT PROPERLY ADJUSTED AND SHALL USE ALL MEANS AVAILABLE TO MAINTAIN THE ELEVATORS IN PROPER AND SAFE OPERATING CONDITION.

2. THE CONTRACTOR SHALL REGULARLY AND SYSTEMATICALLY EXAMINE, ADJUST, CLEAN, LUBRICATE, FURNISH LUBRICANTS, AND WHEN CONDITIONS WARRANT, REPAIR OR REPLACE MACHINE, MOTOR GENERATOR AND CONTROLLER PARTS, INCLUDING WORM GEARS, ALL FUSES, THRUST BEARINGS, BRAKE MAGNET COILS, BRAKE SHOES, BRUSHER, WINDINGS, COMMUTATORS ROTATING ELEMENTS, COILS, CONTACTS RESISTORS, MAGNET FRAMES, CONTROLLERS, SELECTORS, LEVELING DEVICES, OPERATION DEVICES AND OTHER MECHANICAL AND ELECTRICAL PARTS.

3. CONTRACTOR SHALL REGULARLY AND SYSTEMATICALLY EXAMINE, ADJUST, LUBRICATE AND CONDUCT NO LOAD BI-ANNUAL SAFETY TESTS AS REQUIRED, AND WHEN CONDITIONS WARRANT, REPAIR OR REPLACE THE BELOW DESCRIBED WEARING PARTS OF THE CONTROLLER, SELECTOR, RELAY PANEL, DOOR OPERATOR, GENERATOR AND MOTOR, LIMITED TO:

REPLACING RECTIFIERS, TIMER DEVICES, BRUSHES, SHUNTS AND CONDENSERS; DOOR OPERATOR MOTORS, BELTS, CHAINS, DOOR OPERATOR; SHAFT WAY LIMIT SWITCH CONTACTS AND ROLLERS; PIT AND BUFFER SWITCHES AND CONTACTS; CAR TOP AND SHAFT WAY STOPPING SWITCHES AND CONTACTS; CR GUIDE SHOE GIBS AND/OR GUIDE ROLLERS; CAR DOOR ROLLERS, SAFETY EDGE AND SWITCH, CABLE COMPOUNDS, SAFETY EDGE, CABLE AND ELECTRIC EYE EQUIPMENT; CAR AND HALL PUSH BUTTONS, INDICATOR SOCKETS AND INDICATOR LIGHT BULBS AND STATION CONTACTS; REPLACEMENT OF BRAKE LININGS, COOLING CONTACTS AND BRAIDS; PINS, LINKAGES, SELECTOR GEARS AND SPROCKETS; GOVERNOR JACKETS; PIT CROSS SUPPORTS AND BEAMS; BUFFER SPRINGS; CHAIN GUARDS; SOLID STATE COMPONENTS; DISPATCHING RESISTORS, TRANSFORMERS, LEADS, DASH POTS, COMPUTER DEVICES AND SELECTOR; GOVERNOR FRAME, LIMIT SWITCHES ROLLERS, COUNTERWEIGHT FRAME, GUARDS, BRACES, CROSSHEAD, HEADER, CAR SLING, LOAD-WEIGHING EQUIPMENT, HOIST WAY RISER AND BX WIRING; MOTOR ROOM WIRING, SLACK CABLE DEVICE, BRUSH RIGGING, BRUSH HOLDERS, MACHINE BEAMS, STEEL STRUT SUPPORTS, STILES, STEADY PLATES, CAR DOOR GIBS, KICK UP AND ECCENTRIC ROLLERS, AND CABLE SHACKLES.

4. THE CONTRACTOR SHALL REPAIR OR REPLACE AND MAINTAIN LOCALLY A SUPPLY OF GENUINE MANUFACTURER' S PARTS SUFFICIENT FOR THE NORMAL MAINTENANCE AND REPAIR OF THE ELEVATORS. SUCH PARTS SHALL INCLUDE BUT SHALL NOT BE LIMITED TO CONTROLLER PARTS INCLUDING COILS, CONTACTS, RELAYS, CARBONS, COPPER AND SILVER CONTACTS WHERE CONTACTS ARE RENEWABLE, CONTACT INSULATIONS, CONTACT SPRINGS AND SHUNTS FOR ANY OF THE SWITCHES OF THE CONTROLLER, BRAKE, GOVERNOR, INTERLOCKS, LIMIT SWITCHES, ETC., BRUSHES FOR MOTOR GENERATOR SETS, DOOR MOTOR REPLACEMENTS
5. THE CONTRACTOR SHALL KEEP THE GUIDE RAILS PROPERLY CLEANED AND WHEN NECESSARY, RENEW GUIDE SHOE ROLLERS TO INSURE SMOOTH AND QUIET OPERATION.
6. THE CONTRACTOR SHALL PERIODICALLY EXAMINE, REPAIR AND ADJUST ALL SAFETY DEVICES AND GOVERNORS AS REQUIRED AND EQUALIZE THE TENSION OF ALL HOISTING ROPES.

7. THE CONTRACTOR SHALL REGULARLY CLEAN, MAINTAIN AND REPAIR ALL THE HATCHWAY EQUIPMENT, INCLUDING: RAILS, PIT SHEAVES, CAR TOP, SAFETY DEVICES, HATCH DOORS, HANGARS AND EVERY ACCESS DOOR BETWEEN ELEVATOR CARS AND TO THE ELEVATOR CARS.
8. THE CONTRACTOR SHALL RENEW ALL WIRE ROPES AS OFTEN AS NECESSARY TO MAINTAIN AN ADEQUATE FACTOR OF SAFETY, AND REPAIR AND/OR REPLACE CONDUCTOR CABLES.
9. THE CONTRACTOR SHALL REPAIR OR REPLACE POWER UNIT, PUMP AND MOTOR INCLUDING VALVES, RELIEF VALVES, PILOT LOWERING LEVELING AND CHECK VALVES, V-BELTS, STRAINERS, SPRINGS AND GASKETS, RELAYS, TIMERS, MAGNET FRAMES, BEARINGS, PACKING AND PACKING GLANDS, SLACK CABLE SWITCH AND DRUM LIMIT. THE CONTRACTOR SHALL ALSO MAINTAIN HYDRAULIC FLUID AT PROPER OPERATING LEVELS.
10. THE CONTRACTOR SHALL FURNISH LUBRICANTS AS RECOMMENDED BY THE MANUFACTURER.
11. THE CONTRACTOR SHALL ALSO EXAMINE, LUBRICATE, ADJUST, REPAIR AND/OR REPLACE THE FOLLOWING ACCESSORY EQUIPMENT EXCEPT RELAMPING:

CAR POSITION INDICATOR, INTERLOCKS, HALL LANTERNS, CAR AND HOIST WAY HATCHWAY DOOR HANGERS AND ROLLERS, CAR EXHAUST FANS, CAR AND HOIST WAY DOOR OPERATIONS, CAR EMERGENCY ALARMS, DOOR SAFETY GUIDES AND SAFETY EDGES.
12. THE CONTRACTOR OR THIRD PARTY HIRED BY THE CONTRACTOR, SHALL TEST AND INSPECT EACH ELEVATOR UNDER THE CONDITIONS OF A FULL LOAD IF NECESSARY TO DETERMINE ITS SAFE CAPACITY, ONCE EVERY SIX MONTHS IN JANUARY AND JULY. A WRITTEN REPORT OF EACH OF THESE BI-ANNUAL INSPECTIONS AND TESTS SHALL BE PROVIDED TO THE HOUSING AUTHORITY OF THE CITY OF HACKENSACK. REPORT SHALL BE SUBMITTED ON UCC FORM F-310 OR AND OTHER FORM AS MAY BE REQUIRED BY AN AGENCY HAVING JURISDICTION.
13. CONTRACTOR WILL BE RESPONSIBLE FOR ALL DAMAGE TO ELEVATORS DUE TO THEIR NEGLIGENCE FOR NOT MAINTAINING ELEVATOR MACHINERY.
14. CONTRACTOR IS TO PROVIDE 24 HOUR EMERGENCY SERVICE INCLUDING SATURDAYS, SUNDAYS, HOLIDAYS, ETC., EACH DAY PER YEAR.
15. RESPONSE TIME TO EMERGENCY CALLS TO BE NO LONGER THAN THREE (3) HOURS
16. MONTHLY MAINTENANCE MUST BE PERFORMED ON EACH ELEVATOR. A LOG BOOK SHALL BE MAINTAINED AT EACH SITE INDICATING THE TIME AND DATE OF THE MINIMUM MONTHLY PREVENTATIVE MAINTENANCE CALLS AND ALL OTHER REPAIR CALLS. FAILURE TO PERFORM REGULAR MONTHLY PREVENTATIVE MAINTENANCE WILL BE GROUNDS FOR NON-PAYMENT OF THE MONTHLY FEE AND GROUNDS FOR TERMINATION OF THE CONTRACT.

SPECIAL NOTE FOR SERVICES

1. THE HOUSING AUTHORITY WILL RECEIVE FOR (4) CALLS PER MONTH OF "ELEVATOR RUNNING ON ARRIVAL" WITH NO ADDITIONAL CHARGE. AFTER FOUR (4) CALLS IN ANY GIVEN MONTH THE HOUSING AUTHORITY WILL BE CHARGED THE GOING RATE FOR THIS TYPE OF SERVICE.
2. A WORK OR SERVICE ORDER SLIP INDICATING WHAT SPECIFIC WORK WAS PERFORMED, NUMBER OF HOURS AND MATERIAL USED, SHALL BE LEFT WITH THE MANAGER OR SUPERINTENDENT OF THE BUILDING OR HIS DESIGNEE. SAID WORK OR SERVICE ORDER SLIP SHALL BE SIGNED BY THE VENDOR'S EMPLOYEE AND COUNTERSIGNED BY A MEMBER OF THE BUILDING STAFF.
3. UPON THE AWARD OF CONTRACT, THE SUCCESSFUL CONTRACTOR SHALL SUBMIT A WRITTEN SCHEDULE INDICATING TIME, DATES AND NATURE OF PREVENTIVE MAINTENANCE SERVICE THAT SHALL BE PERFORMED FOR APPROVAL BY THE HOUSING AUTHORITY OF THE CITY OF HACKENSACK. A COPY OF SAID SCHEDULE SHALL BE POSTED CONSPICUOUSLY IN THE MACHINE ROOM OF EACH BUILDING UNDER CONTRACT AND FILLED IN BY THE TECHNICIAN AFTER PERFORMING EACH SERVICE.

SPECIAL NOTE OF MATERIALS

ANY MATERIAL AND/OR EQUIPMENT USED BY THE CONTRACTOR IN THE COURSE OF MAINTENANCE AND SERVICE OF THE ELEVATORS MUST BE COMPATIBLE WITH EXISTING MATERIALS AND EQUIPMENT NOW IN SERVICE.

IT IS UNDERSTOOD THAT YOU ARE NOT REQUIRED TO MAKE RENEWALS OF REPAIRS, NECESSITATED BY REASON OF NEGLIGENCE OF MISUSE OF THE MACHINERY, APPARATUS, OR CAR. YOU SHALL NOT BE REQUIRED TO INSTALL NEW ATTACHMENTS OR MAKE SPECIAL SAFETY TESTS ON THE ELEVATOR AS RECOMMENDED OR DIRECTED BY INSURANCE COMPANIES, GOVERNMENT STATE OR MUNICIPAL, OR OTHER AUTHORITIES.

YOU SHALL NOT BE HELD RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, DETENTION, OR DELAY CAUSED BY STRIKES, LOCKOUTS, OR BY ANY OTHER CAUSE, WHICH IS UNAVOIDABLE, OR BEYOND YOUR REASONABLE CONTROL, OR FOR CONSEQUENTIAL DAMAGE ARISING FROM SUCH CAUSES.

INSURANCE

A SATISFACTORY CERTIFICATE OF INSURANCE FOR GENERAL LIABILITY MUST BE FURNISHED TO THE AUTHORITY, WITH SUITABLE PROVISIONS PROVIDING NOTICE TO THE AUTHORITY IN THE EVENT OF CANCELLATION, IN THE AMOUNT OF \$500,000.00 BASIC COVERAGE AND \$1,000,000.00 UMBRELLA COVERAGE. ,

OTHER REQUIRED SUBMITTALS

THE CONTRACTOR MUST SUBMIT A COOPY OF THEIR NEW JERSEY BUSINESS REGISTRATION FORM, INSURANCE CERTIFCATE, A LISTING OF REFERENCES AND SUBCONTRACTORS WITH THEIR BID.

BID OPENING

ALL BIDS WILL BE PUBLICLTLY OPENED AND READ ALOUD ON THE DATE AND TIME LISED IN THE ADVERTISEMENT FOR BIDS. THIS SOLICITATION FOR BIDS IS BEING MADE AS A FAIR AND OPEN PROCESS IN COMPLIANCE WITH NJSA 19:44A-20.4 ET SEQ.

Hackensack Housing Authority
65 First Street
Hackensack, New Jersey 07601
201 342-4280

ELEVATOR MAINTENANCE

Bid Form

Date:

Name:

Address:

Telephone #

Prices:

# of car	Address	2025 Price	2026 Price
1	164 Beech Street	\$_____	_____
1	230 Central Avenue	\$_____	_____
1	175 W. Railroad Avenue	\$_____	_____
2	65 First Street	\$_____	_____
2	60 Kansas Street	\$_____	_____
	Total Price:	\$_____	_____

Signature/Title

BID CHECKLIST

_____ Bid Form (including Price)

_____ Copy of Vendor's Insurance Certificate

_____ Listing of References and Current Customers (include telephone numbers)

_____ Stockholder Disclosure Certification

_____ Non-Collusive Affidavit

_____ Proof of NJ Business Registration

Please check off each item that is being submitted with the Bid and include this sheet with the bid package. Failure to include these items with the bid will result in rejection of the bid.

Signature

Date:

ATTACHMENTS

1) Bid Checklist

- 2) Bid Form
- 3) Stockholder Disclosure Certification Form
- 4) Non-Collusive Affidavit