



# **Request for Proposals for an Elevator Comprehensive Modernization and Conversion from Single to Three Phase Power**

(Released Friday March 8, 2024)

(Responses due by 12:00 P.M. EST on Friday, April 5, 2024)

## **General:**

The Town of Enfield, NH (hereafter referred to as the “TOWN”) invites qualified firms to submit proposals to complete a comprehensive modernization and upgrade our existing elevator from single to three phase power in Whitney Hall located at 23 Main Street in Enfield NH (hereafter referred to as the “CONTRACTOR”).

## **Instructions:**

Proposals must be submitted in a sealed envelope or electronically via the email to the contact below no later than 12:00 P.M. EST on Friday, April 5, 2024). The envelope must be clearly marked “Whitney Hall Elevator” and will be opened publicly at that time. **Proposals delivered after the time listed above will not be accepted.**

## **Submit proposals to:**

Ed Morris  
Town Manager  
PO Box 373  
23 Main Street  
Enfield NH 03748.  
(603) 632-5026

Proposals can also be submitted electronically to [townmanager@enfield.nh.us](mailto:townmanager@enfield.nh.us)

Proposal information is available on the Town’s web site at:

<https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps-qualifications-rfqqs>

## **Scope of Work:**

The Town of Enfield is in the process of a complete renovation and expansion of our Town Offices and Library located in Whitney Hall at 23 Main Street in Enfield NH. We are accepting proposals proposal for the comprehensive modernization and conversion of a single phase elevator to three phase power.

The current elevator was installed in 1993 and according to our current elevator contractor is in good enough condition to be refurbished instead of being replaced. We are also looking to convert our single phase elevator to three phase power as we will be bringing three phase power to the building.

The elevator currently serves and will continue to serve three floors. The goal of this project is to improve the efficiency, reliability, and safety of the elevator system.

The scope of work includes, but is not limited to:

- Evaluation and assessment of the existing elevator system.
- Comprehensive modernization of mechanical and electrical components to ensure compliance with current safety and ADA standards.
- Conversion of the elevator system from single phase to three phase power supply.
- Installation of new control systems, motors, and other equipment as necessary.
- Remove and dispose of old equipment.
- Providing new machine room ventilation requirements, sump requirements etc. for the refurbished elevator equipment room.
- Providing requirements for any shaft revisions required for the refurbished elevator.
- Detail all scope required for the elevator refurbishment that will not be done by the elevator contractor.
- Inspection and Acceptance Certificates and Operating Permits: As required by authorities having jurisdiction for normal, unrestricted elevator use.
- Providing documentation and training for building staff on the operation and maintenance of the refurbished elevator.

Requirements:

- The contractor must be licensed and experienced in elevator comprehensive modernization and conversion projects.
- All work must comply with relevant local building codes, safety regulations, and ADA requirements.
- The contractor must provide a detailed timeline for the project, including milestones and deadlines.
- The proposal should include a breakdown of costs, including materials, labor, and any additional expenses.
- The contractor must provide warranty and support services for the upgraded elevator system.

Current Elevator System:

1994 Dover elevator Model EP-30-7.5

Phase 1 powered 230 v unit

Have been told by Current Elevator inspector that the Elevator is in good condition and can be modernized.






**MagneTek Century Electric**

## Hydraulic Elevator Motor

PART	6-353620-40	FR	M182TY	TYPE	CX
HP	7.5	CODE	F	HERTZ	60
RPM	3450	VOLTS	208-230		
THERMOSTAT	RT	AMPS	32.6-30	ENCL	DP
TIME	30 MIN	AMP	80	°C	1.00
FORM	SXX	SERIAL CODE	XXX	DRS	204
CAT NO	R275	180 MFD-370 VAC CAP			
80 ST/HR		30 O/O TIME O/I			

Century Electric  
St. Louis, Missouri 63103

MADE IN U.S.A.  
36 104901



**DOVER ELEVATORS**

### ROT-A-FLOW® POWER UNIT

MODEL	EP-30-7.5	SERIAL NO.	E-E3792
VOLTS	230	CYCLES	60
PHASE	1		
HORSEPOWER	7.5	AMP	32.6
DATE	1/26/94		
WORKING PRESSURE	385	P.S.I.	
RELIEF PRESSURE	438	P.S.I.	

USE OIL 160 SSU @ 100°F. MIN. V.I. 85

40817

**MagneTek Century Electric**

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A time can be set to look at the current elevator by contacting John Perkins at [jperkins@breadloaf.com](mailto:jperkins@breadloaf.com)

**Please let me know if you have any questions or require any additional information for bidding purposes.**



## Proposal Response Content:

Written proposals should include, at a minimum, the following information in the order requested:

- 1) Cover Letter. A letter signed by an officer of the firm, binding the firm to all of the commitments made in the proposal.
- 2) Contact Information. The name, address and contact person of the company submitting the proposal. Include telephone and fax numbers, as well as email and website addresses.
- 3) Statement of Qualifications and Experience (firm must be licensed to do business in NH).
- 4) Price for services to complete the scope of work including materials, labor, and any additional expenses.
- 5) Proposed timeframe for completion of work.
- 6) References from past projects.

All Proposals become the property of the TOWN and will therefore be considered a public document which will be open to public viewing, after the bid opening. This proposal, if accepted, will become a legally binding addendum to the eventual contractual agreement with the TOWN. This request for proposal in no way commits the TOWN to make an award or reimburse any CONTRACTOR for any expense incurred in responding to this request.

The successful CONTRACTOR will be required to provide proof of insurance and must be submitted to the TOWN upon signing a contract for services and be issued by a carrier that is duly licensed to do business in the State of New Hampshire. Any subcontractors will be subject to the same insurance requirements.

## Evaluation Criteria:

All proposals received in response to this RFP will be evaluated to determine if they are complete and meet the requirements specified in this RFP. The CONTRACTOR will be chosen based on each firms' qualifications taking into consideration the most beneficial combination of qualifications, services, costs (which will be requested as part of a second scope and fee step after qualification based determinations are made), and who has met the requirements of this RFP. Only proposals judged to be responsive to the submission requirements set forth in this RFP will be evaluated.

Contractors will be scored based on their:

- Organization and presentation of materials
- Experience and skill level of their project team;
- Experience conducting similar work;
- Quality of past work;
- Ability to complete the project in a timely manner and within budget;
- Reputation and references.

The TOWN reserves the right:

- to accept or reject any or all bids in whole or in part and to accept other than the lowest price proposal;
- to waive any technical defect, qualification, omission, informality, or irregularity in any proposal received;
- to amend, modify, or withdraw this Request for Proposal;
- to require supplemental statements or information from a CONTRACTOR;
- to extend the deadline for responses to this Request for Proposal;
- to waive or correct any irregularities in proposals received.

The TOWN may award a contract based upon the proposals received without discussion of such proposals with the CONTRACTOR. Each proposal should therefore be submitted with the most favorable terms the CONTRACTOR can make to the TOWN.

The Request for Proposal documents and Notice of Award shall be the agreement between the TOWN and successful proposer with respect to the matters dealt with herein, and such shall supersede all other oral and written proposals, representations, understandings, and agreements previously made or existing with respect to any such matter.

Each CONTRACTOR must be prepared to present satisfactory proof of their capacity and ability to successfully complete the requirements of this solicitation.

The TOWN reserves the right to make whatever investigations or inquiries necessary to determine the competency and ability of any CONTRACTOR to complete the requirements of this solicitation. A review may include, but not be limited to, inspection of the CONTRACTOR's facilities and equipment, references or previous contract performance.

## Revisions:

Any questions or inquiries must be submitted in writing and received by 12:00 P.M. on Friday, March 29, 2024), no later than 7 calendar days prior to the proposal due date. Answers to all questions or information given to a CONTRACTOR in response to a formal request of a substantive nature will be posted on the TOWN's RFP page on the Town of Enfield, NH website (<https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps-qualifications-rfqs>) no later than five (5) days prior to the due date.

Only such amendments, when issued by the TOWN, will be considered as being binding on the TOWN. Verbal explanations or instructions given by a TOWN employee to a CONTRACTOR in regard to this solicitation shall not be binding on the TOWN and shall be considered informal unless confirmed in writing by the TOWN. CONTRACTORS should note that all clarifications and exceptions, including those relating to the terms and conditions of the contract, are to be resolved prior to the submission of a proposal.

**Contract:**

The final contract will be negotiated with the chosen CONTRACTOR.

The TOWN is exempt of all taxes.

All CONTRACTORS must comply with all applicable Equal Employment Opportunity laws and regulations.

**THE TOWN OF ENFIELD IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER**