

**METROPOLITAN EXPOSITION-RECREATION COMMISSION**

**RESOLUTION NO. 204**

**Authorizing a Request for Proposal for the Oregon Convention Center Elevator / Escalator Maintenance and Service.**

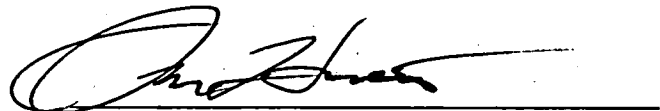
**The Metropolitan Exposition-Recreation Commission finds:**

1. That the maintenance and servicing of the Oregon Convention Center elevators / escalators are necessary to ensure proper operation and safety for patrons utilizing the facility;
2. That there are sufficient budget dollars allocated for such maintenance agreements; and
3. That the price for this service agreement is estimated to be over the \$31,000 amount, and therefore staff is required to formally request bids for such work per the MERC Purchasing Policy.

**BE IT THEREFORE RESOLVED** that approval has been granted to proceed with a Request for Proposal per the MERC Purchasing Policy for an Elevator / Escalator Maintenance Agreement for the Oregon Convention Center.

Passed by the Commission on October 14, 1992.

  
Chairman

  
Secretary / Treasurer

Approved As To Form:

  
Metro Senior Assistant Counsel



777 N.E. Martin Luther King Jr. Blvd.  
P.O. Box 12210, Portland, Oregon 97212  
(503) 235-7575

October 7, 1992

MEMORANDUM

TO: Metropolitan Exposition-Recreation Commission  
FROM: Jeffrey A. Blosser  
SUBJECT: **MERC Agenda Item: RFP Request  
for Escalator / Elevator Maintenance**

---

Background: The Oregon Convention Center opened in September of 1990, and most equipment had one-year maintenance and operational warranties. In 1991, OCC went out for requests to have complete maintenance done on all elevators and escalators (total of 12). Armor Elevator Company was selected in October of 1991 to provide such maintenance at a cost of approximately \$28,000 annually. Costs are currently estimated to be over \$31,000 for the upcoming year, and staff is requesting an extension of the current contract through December of this year. During this time, a formal RFP process would be taking place with selection of the vendor in November and approval by the Commission in December.

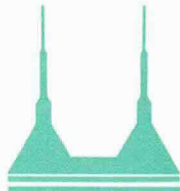
Fiscal Impact: Estimated to \$32,000

Recommendation: This is a very necessary function to ensure proper working order of all "people mover" types of equipment and also the safety of such patrons utilizing the facility. Staff recommends approval of the RFP request for OCC Escalator / Elevator Maintenance.

JAB/II  
Attachment

Acting General Manager's Concurrence:

  
\_\_\_\_\_  
Jeffrey A. Blosser



OREGON  
CONVENTION  
CENTER

777 N.E. Martin Luther King Jr. Blvd.  
P.O. Box 12210, Portland, Oregon 97212  
(503) 235-7575

PROPOSAL

To: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Bid Title: Elevator/Escalator Maintenance

Bidder: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

The Oregon Convention Center is soliciting bids for Elevator and Escalator Maintenance Service Contracts for a one year period (12 month). Bids must be delivered to the Oregon Convention Center, 777 N.E. Martin Luther King Jr. Blvd., Portland, OR 97232, to the attention of Bob Spier, no later than 5:00 p.m. PST, November 13, 1992.

Potential bidders may obtain specification and view the equipment by contacting Bob Roderick at 731-7832. OCC may reject any bid not in compliance with all prescribed bidding procedures and requirements and may reject for good cause any or all bids upon a finding of the OCC that it is in the public interest to do so.

## ELEVATOR / ESCALATOR MAINTENANCE

### MINIMUM REQUIREMENTS FOR PROPOSAL

To provide a complete maintenance agreement for Hydraulic Elevators/Escalators. The Elevator/Escalator Company (the "Company") will maintain as herein described all elevator/escalator equipment using skilled elevator/escalator maintenance personnel under their supervision. The Company will agree to employ all reasonable care to see the elevator/escalator equipment is maintained in proper operating condition.

The Company will regularly and systematically, on a monthly basis, examine, adjust, and lubricate as required. If conditions warrant, the Company agrees to repair and/or replace all elevator/escalator components within (1) one working day of notification of component failure.

The Company will agree to furnish lubricants that equate to the following Montgomery lubricant specifications:

(A) Gear Oil D.      (B) Machine Oil C.      (C) Bearing Grease B.

Failure to comply with this provision will constitute breach on the part of the Company.

In consideration of this agreement, the Company will stock a job material inventory and a spare parts inventory to insure prompt repair. The Company agrees to use specified parts manufactured by Montgomery Elevator Company. After-market parts/components will not be accepted. Failure to comply with this provision will constitute breach on the part of the Company.

The Company will agree to maintain a supply of contacts, coils, leads, generator and motor brushes, lubricants, wiping cloths, and other minor parts in each elevator machine room for the performance of routine preventative maintenance.

The Company will agree to maintain a supply of spare lending and/or replacement parts in the company inventory. This inventory will include, but is not limited to, door operators motors, brake magnets, generator and motor brushes. controller switch contacts, solid state components, selector tapes, door hangers, rollers, and hoistway limit switches. Such spare lending and/or replacement parts will be kept in the Company's local branch warehouse inventory or available from the Company's parts distribution center.

The Company will agree to supply a standard steel cabinet for the orderly storage of replacement parts in the machine room and wiring diagrams for the term of the contract.

The Company agrees that any changes performed on elevator/escalator equipment will be added to the existing schematics or prints which relate to that particular equipment.

The Company agrees to warrant materials and workmanship for a period of one year (12 months) from the effective completion of installation.

The Company agrees to maintain all government-required inspections and certifications.

The Company agrees to periodically clean elevator/escalator hatch equipment including door hangers, tracks, hatchways, switches, car-top buffer sand pits.

**\*NORMAL WORKING HOURS:**

8:00 a.m to 5:00p p.m. Monday through Friday.

The Company, in accordance with A.N.S.I. Code A17.1-1000.2c, agrees to perform a thorough cleaning and safety inspection of our escalator (s) located at: OREGON CONVENTION CENTER.

THIS INCLUDES:

1. Clean and fill ring gear oil bucket with Montgomery gear oil "D". Check for gear shavings.
2. Check operation and setting of all safety switches.
3. Clean and lubricate step chains with machine oil "C".
4. Clean and lubricate hand rail drive chains with machine oil "C". Check and adjust chain tension, if required.
5. Clean and lubricate governor and NRD drive chain with machine oil "C". Check and adjust tension, if required.
6. Check hand rail for slippage. Clean and wax hand rail guide surface, as required.
7. Change oil in gear box with Montgomery gear oil. Clean breather in top of box.
8. Clean and check operation and tension of lower reversing station. Check chain tension spring, adjust tension and safety switches, if required.
9. Clean and adjust step chain novatex boards.
10. Clean dirt deposits from step band tracks. Tighten any loose fastenings.
11. Check operation of controller. Clean and adjust, as required.
12. Check stopping distance of empty unit. Clean and adjust brake, as required.
13. Lubricate all step flanges.
14. Clean oil drip pans full length of escalator.
15. Grease main drive shaft bearings, bull gear bearings, upper handrail sheave bearings. lower handrail sheave bearings, lower step chain idler sprockets (also intermediate shaft bearings on unit where present) with bearing grease "B".
16. Clean and lubricate motor with bearing grease "B".