



**INVITATION FOR BID: #WTP-22-0516-001**

**PURCHASE, INSTALLATION, AND RENOVATION  
OF  
HYDRAULIC FREIGHT ELEVATOR  
FARMVILLE WATER TREATMENT PLANT  
510 WATERWORKS ROAD  
FARMVILLE, VIRGINIA**

**BID OPENING DATE: 2:00 p.m. (est), Friday,  
July 8, 2022**

**TOWN OF FARMVILLE CONTACTS:**

**BILL CALDWELL, DEPUTY DIRECTOR PUBLIC WORKS, 434-392-3331  
bc@farmvilleva.com**

**KIMBERLY THOMPSON, PURCHASING AGENT, 434-392-8465  
kthompson@farmvilleva.com**

Town of Farmville  
116 N. Main Street  
P. O. Drawer 368  
Farmville, VA 23901  
Kimberly Thompson, Purchasing Agent  
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May 16, 2022

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## **I. GENERAL**

### **1. SUMMARY**

The Town of Farmville, Virginia, is requesting bids from qualified vendors for the purchase, installation, and renovation of a hydraulic freight elevator for the Farmville Water Treatment Plant, located at 510 Waterworks Road, Farmville, Virginia.

### **2. SCOPE OF WORK**

A. This specification shall outline the scope of the work required and will provide general information about the existing installation. It is not intended to exempt the successful bidder from the requirement of making a detailed inspection to determine existing conditions prior to submitting a bid for this work. Failure to perform an on-site inspection or performance of an inadequate inspection will not relieve the successful bidder from full compliance with these specifications.

B. The intent is to provide a new controller, selector, wiring, pumping unit, etc. All building work related to this installation that may be required shall be performed by the Town of Farmville and is not included in the scope of this work.

C. The items that are to be retained will all be addressed. All other items shall be new and reflected in the successful bidder's price. It is the intent of this specification that the successful bidder be responsible for all items except for the items listed under related work. No extra charges will be allowed.

D. If upon Bidders on-site inspection there are any items that have not been addressed, they shall be brought to the owner's attention prior to submitting a bid for this work.

E. Definitions in ASME A 17.1 2016 apply to the work of this section.

#### **F. ELEVATOR DESCRIPTION:**

1. Capacity - 2500 pounds
2. Speed - 75 F.P.M.
3. Type - Hydraulic
4. Operation - Single Automatic Pushbutton
5. Stops- three stops - three openings in line on front, one rear opening pass-through on level two
6. Controls - Non-proprietary microprocessor mounted in a NEMA 12 Cabinet.

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### **3. GOVERNING CODES**

- A. All References to codes shall be the edition referenced by the Virginia Uniform Statewide Building Code, 2018 editions
  
- B. All work shall comply with VUS BC and ASME A 17. 1. Electrical work shall conform to NFPA - 70. Smoke and heat detector installation shall comply with NFPA- 72. In the performance of the work, all personnel shall comply with all VOSHA safety regulations as well as with all specific safety regulations required by the Town of Farmville. Installations must adhere to all requirements noted in this Appendix, in addition to complying with the governing codes in effect at the time of contract award.

### **4. PERFORMANCE**

- A. The successful bidder shall provide all materials, labor, tools, equipment, and supervision necessary to complete the work described by this specification. The successful bidder shall submit a detailed project schedule prior to beginning work on the project, and the successful bidder shall diligently prosecute the work. BIDDER IS ADVISED, "TIME IS OF THE ESSENCE" FOR COMPLETION OF THE PROJECT.

### **5. SUBMITTALS**

- A. Prior to purchasing materials, the successful bidder shall submit manufacturer's data for ALL materials; including, but not limited to:
  - 1. Product Data: Include capacities, sizes, performances, operations, safety features, finishes, and similar information. Include product data for the following.
    - a. Car enclosures and Car/Hoistway Door equipment.
    - b. Operation, control, and signal systems.
  
  - 2. Shop drawings: Show plans, elevators, sections, and large-scale details indicating service at each landing, machine room layout, coordination with building structure, relationships with other construction, and locations of equipment and signals. Include large-scale layout of car control station.
  
  - 3. Samples for Initial Selection: For finishes involving color selection.
  
  - 4. Samples for Verification: For cab wall materials (gauge and color).

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## **6. INFORMATIONAL SUBMITTALS**

- A. Qualification Data: For Installer.
- B. Inspection and Acceptance Certificates and Operating Permits: As required by authorities having jurisdiction for normal, unrestricted elevator use.
- C. Manufacturer Certificates: The successful bidder shall certify, or shall provide manufacturer's certifications, that the materials supplied fully comply with the requirements of ASME A17.1-2013 and all other applicable codes.
- D. Controllers: Shall comply with the requirements of A17.5-2013 and be labeled with that information.
- E. Sample Warranty: for Special warranty.

## **7. PROPRIETARY EQUIPMENT**

Under no conditions will any manufacturers or supplier's proprietary equipment, systems, or software be accepted for this project.

## **8. COORDINATION OF THE WORK**

- A. The successful bidder shall coordinate the performance of this work with the Town of Farmville designated project manager. The successful bidder shall notify the Project Manager when he intends to begin work.
- B. Prior to commencing work on the project, the successful bidder shall provide at least 72 hours notice to the Project Manager. Work shall not commence until the Project Manager grants permission.
- C. Coordinate installation of elevator equipment with the existing conditions. Furnish templates, sleeves, elevator equipment with integral anchors, and installation instructions and deliver to project site in time for installation.

## **9. SPECIAL CONDITIONS**

Prior to commencing the work, the successful bidder shall schedule a meeting with the Town of Farmville designated representatives. Any special conditions relating to the project execution, including limitations of work hours, designated storage spaces; site lay-down areas, requirements for wall penetrations (and any required permits) shall be reviewed.

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## **10. DEMOLITION AND REMOVAL OF EXISTING MATERIAL**

As part of the work, the successful bidder shall remove all existing components required to facilitate the installation of replacement equipment. The successful bidder shall promptly remove from the site all old materials, so designated by the Town of Farmville or its designated project manager and shall properly dispose of those materials upon completion of the installation.

## **11. CLEANING**

During the execution of the work, the successful bidder shall clean the work site daily. Upon completion of the project, the successful bidder shall perform a thorough final cleaning of all work areas, including the car top, interior, sill, pit, machine room, etc. All construction debris shall be removed from the site. The project shall not be accepted until cleaning is completed.

## **12. PROJECT CLOSE OUT**

A. Two complete hard copy sets and one electronic copy of all Adjuster manuals, user's manuals, maintenance manuals, logic diagrams, computer software, access codes, password, wiring diagrams, electrical drawings, drive manuals, and all other materials required for on-going maintenance and use of the system.

B. If required, interface tools may be handheld or built into the control systems and shall function for the lifetime of the equipment without recharging or reprogramming. Contractor shall provide any special tools, prints and technical operation of equipment that cannot be obtained from multiple suppliers to the Town of Farmville upon completion of the project. Specifications shall be explicit that all tools, adjusters, manuals, and schematic wiring diagrams become the property of the Town of Farmville to be used at their discretion related to installed elevators.

C. Furnish four (4) keys per switch.

## **13. PERMITS AND INSPECTIONS**

The elevator successful bidder shall furnish all licenses and permits (Elevator Work) and shall arrange for all inspections and test required.

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#### **14. ACCEPTANCE INSPECTIONS AND TESTING**

A. During the course of the project, the Town of Farmville has the right to secure the services of an independent consultant who shall inspect the project. The independent consultant may, at the owners request, witness the final acceptance tests, and shall conduct a thorough final acceptance inspection. A minimum of 48 hours advance notice shall be required prior to all testing.

B. During the inspection, the consultant shall verify that all required work has been performed, including final cleaning. Dust covers, electrical box (or duct) covers, and the like shall be removed as required to verify that equipment has been satisfactorily installed and/or cleaned. The Town of Farmville shall not accept the completed project until all deficiencies noted during the final inspection have been satisfactorily corrected.

C. Any equipment that receives technical bulletins, software updates, and manufacturer directed engineering etc. must be included and/or shared with the directed engineering modifications, etc. must be included and/or shared with The Town of Farmville as this information becomes available for the lifetime of the equipment.

#### **15. TOOLS TO BE FURNISHED**

A. For elevator microprocessor control systems, provide maintenance diagnostic tools, electrical schematic wiring diagrams, any and all access codes or passwords required for all maintenance functions, including diagnostics, adjustment, and parameter reprogramming. Tools must be built into the control system and shall function for the life of the equipment. Tools that require recharging or reprogramming shall not be used. Provide complete operations and maintenance manuals including diagnostics instruction for troubleshooting the microprocessor system. Parts for the microprocessor must be available to the owner or the owner's designated representative at the manufacturer's published list price for the life of the system.

B. The following information relating to the elevator control system shall be included:

1. Owner's manual containing data on major components, recommended spare parts, maintenance, and adjustment.
2. Adjuster's manual
3. "AS-BUILT" wiring diagrams
4. Description of system operating features.

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## **16. WARRANTY AND MAINTENANCE AGREEMENT**

- A. All equipment shall carry a warranty period of one full year from the date of the Town of Farmville acceptance. Defects or equipment failures occurring during that one-year period shall be promptly corrected at no cost to the Town of Farmville. The contractor shall provide one full year of complete maintenance service as part of this warranty. This service shall include monthly maintenance inspections and emergency callback service 24 hours a day, seven days a week including holidays.
- B. The service technician will be required to check in with the elevator maintenance supervisor and to check out leaving a copy of the time sheet showing all work performed.
- C. Prior to the end of the warranty period, the elevator contractor shall readjust and clean the elevator as required to meet all performance parameters specified. A written report shall be submitted by the elevator contractor to the Town of Farmville Elevator Manager.

## **17. PROJECT CLOSEOUT**

- A. Operation and Maintenance Data: The contractor shall provide two sets of prints and one electronic copy of all user manuals, maintenance manuals, logic diagrams, computer software access codes, password, wiring diagrams, electrical drawings, and all other materials required for on-going maintenance and use of the system.

## **II. PRODUCTS**

### **1. PLUNGERS AND CYLINDERS**

Provide New - To include a PVC Liner, new jack assembly (including plunger). Any required drilling will be the owners responsibility. Any additional work regarding drilling must be approved in writing by the owner, prior to work commencing.

### **2. OVERSPEED VALVE**

- A. Provide an over speed valve located in the pressure piping within 12" of the hydraulic jack.
- B. All piping for the hydraulic system shall be schedule 80 and have at least one isolation coupling installed in the oil line.

- C. Grooved fittings shall be installed for the hydraulic oil; supply line piping that is located in the elevator Hoistway and machine room. Welded piping and fittings shall be used outside of the elevator Hoistway or machine room.
- D. Manual shut-off valves shall be provided in the elevator machine room and in the elevator Hoistway pit. Shut-off valves must be full flow, ¼ turn ball valves.

### **3. BUFFERS**

Provide new with new pit channels.

### **4. PLATFORM**

Retain the existing platform.

### **5. CAR SILL**

Provide new, match existing design and finish. Front and rear

### **6. CAR FRAME**

Retain the existing car frame.

### **7. NEW CAR ENCLOSURE**

- A. All materials to meet standards set by ANSI A 17 .1
- B. New elevator car enclosure shall be furnished. The design of the new elevator car enclosure shall be powder coated steel shell (14guage): Contractor responsible for verifying new car weight and ensuring new pump unit and jack are sized accordingly
- C. Existing Hoistway Entrances – Retain
- D. Canopy: NEW provide recessed LED lighting with guard
- E. Cab Pads: NEW for side walls
- F. Replace existing cab lights with new LED type fixtures.
- G. The new canopy to include top of car exit panel with exit switch.
- H. All new material shall be code compliant and fire rated.
- I. Pads and hooks conforming to the following shall be provided.



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J. Pads shall be fire resistant quilted vinyl conforming to the applicable ASME A 17 .1 requirements. Pads shall be provided for the sidewalls and shall have openings for the car operating panels and the hands-free telephones.

K. The protective pads hooks shall be #4 brushed stainless steel and permanently mounted at the sides of the car enclosure.

L. Provide new two-speed car fan. The fan blades shall be protected by screening.

M. Provide guards on top of car where necessary to protect workers from the excessive distance from top of car to shaft walls.

## **8. CAR OPERATING PANEL AND POSITION INDICATOR**

A. The car-operating panel shall be vandal-resistant and comply with all ADA requirements and have LED car position indicators as an integral part of the panel assemblies.

B. As part of the car operating panel also provide the following wording etched into the main panel:

1. Elevator Inspection Certificate Can Be Obtained from Town of Farmville Facilities Management
2. Elevator capacity pounds
3. No Smoking
4. Class "A" Loading
5. Material Use Only
6. Phase 2 operation

C. Behind a locked service panel shall be the following:

1. Toggle type cab lighting on/off switch
2. Toggle type two-speed cab fan on/off switch
3. Key operated "Hoistway Enable" switch for Hoistway Access Operation
4. Key operated "Independent Operation" switch
5. Push button to test "Emergency Car Lighting" operation
6. 120 VAC GFCI duplex receptacle
7. The fixtures shall be provided by PTL Elevator Equipment or Innovation Industries, Inc. If the fixtures are provided by PTL, the C.O.P should be fastened using cam locks that use PT14 Northeast key.
8. All fixtures and access key switch cover plates shall be fastened/secured using security screws.

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## **9. TELEPHONE**

Hands-free ADA compliant telephone shall be provided as an integral part of the operating panel assembly. The telephone shall be built into the car-operating panel, with a CLEARLY identified button provided for telephone activation. This button shall be located so that there shall be no confusion with door open, door close, or emergency alarm buttons. Phone furnished shall be Rath Phone.

## **10. EMERGENCY CAR LIGHTING**

An emergency power unit employing a 6-volt sealed rechargeable battery and totally static circuits shall be provided to illuminate the elevator car and provide current to the alarm bell in the event of power failure. The equipment shall comply with the requirements of the latest revision of the ASME/ANSI A17.1. This lighting shall be provided as an integral part of the car operating assembly and shall be "LED" type.

## **11. SPECIAL SERVICE**

- A. Independent service feature that allows an operator to turn a key switch and take control of the elevator.
- B. Special emergency service operation shall be provided in compliance with the latest revision of the ASME/ANSI A17.1.
- C. Special emergency service Phase I, which will return the elevator non-stop to a designated floor, shall be initiated by an elevator smoke/heat/detector system or by a key switch provided in the lobby per ANSI A 17.1.
- D. A key switch in the car shall be provided for in-car control of the elevator when on Phase 2 of special emergency service per ANSI A 17.1. Phases 1 & 2 shall only work when manual car & hoistway doors are closed.

## **12. CAR TRAVELING LANTERN**

The car-traveling lantern shall be installed. This lantern shall be located in the car sidewall and shall be flush mounted, vandal type. Front and rear of cab.

## **13. ELEVATOR KEYS**

All elevator keys shall be provided by PTL Elevator Equipment or Innovation Industries Inc. fire service switches shall be operated by a FEOKI Key.

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#### **14. CAR DOOR EQUIPMENT**

Provide New - Manual bi-parting freight car door equipment, to include new car gate designed per code. All car and hoistway door equipment shall be manufactured by Peelle or Courion manual door system. 3/8" rectangular wire mesh.

#### **15. HOISTWAY ACCESS SWITCHES**

Provide Hoistway access switches at the top and bottom landings. This switch shall be the key-operated type, continuous pressure, and spring return with key removable only in the "off" position.

#### **16. HALL BUTTONS**

- A. The buttons shall be vandal resistant and installed ADA compliant.
- B. Provide engraved elevator corridor call station pictograph signs on all hall stations.
- C. Provide Phase 2 engraving in the main egress level station with phase 2 switch and FS jewel.
- D. All fixtures are to be provided by PTL or Innovation Industries.

#### **17. PUMPING UNIT**

- A. The pump shall be manufactured by IMO Industries, Inc.
- B. The pump motor shall be manufactured by Imperial Motor Co.
- C. The hydraulic valve shall be manufactured by Maxton Manufacturing Co.
- D. The motor starter shall be a Siemens A/C Semiconductor Motor Starter.
- E. The pumping unit shall have the valve, pump, and motor located within the reservoir and the unit must be mounted on sound isolation pads.
- F. Provide a hydraulic muffler in the machine room.
- G. Provide machine room shut off valve.

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## 18. CONTROLLER REQUIREMENTS AND PROGRAMMABLE OPTIONS

All control equipment shall be provided by Motion Control Engineering (MCE), G.A.L. Mfg. Corporation, Smart Rise Engineering, Inc., or VA Controls - mounted in a NEMA 12 cabinet. The NEMA 12 cabinet shall be the main cabinet, not in addition to.

### A. REQUIREMENTS

1. Elevator controls shall be solid-state single automatic push button operation," as defined in ASME/ANSI A 17 .1. Controller shall be non-proprietary and shall not require a battery to maintain programming. Control system shall be microprocessor based for dispatch and motor control, capable of computer-based monitoring with terminals for connection. Elevator Control Voltage shall be 24V DC.
2. For microprocessor-controlled systems, specifications shall require that diagnostic tools be functional for the lifetime of the equipment without requiring recharging or reprogramming. The use of proprietary equipment shall be prohibited by the specifications.
3. The controller shall provide means to access the computer memory for diagnostic purposes without the need for any external devices or connections.
4. The elevator shall not require the functioning of the microprocessor to operate on car top inspection to provide a reliable means of moving the car if the microprocessor fails.
5. A motor limit timer function shall be provided which, in case of the pump motor being energized longer than a predetermined time, shall cause the car to descend to the lowest landing and park, open the doors automatically and then close them. Car calls shall be canceled, and the car taken out of service automatically. Operation may be restored by cycling the main line disconnect switch or putting the car on access or inspection operation.
6. A valve limit timer shall be provided which shall automatically cut off current to the down valve solenoids if they have been energized longer than a predetermined time. The car calls shall then be canceled, and the car taken out of service automatically. Operation may be restored by cycling the main line disconnect switch or putting the car on access or inspection operation.
7. There shall be a means provided that will allow a call to be registered at the controller without means of a wire jumper. The elevator

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installer shall add additional car call buttons in the controller, furnished by the elevator controller manufacturer.

8. Provide an arc flash guard in the controller to isolate high voltage.
9. Provide hinged access doors on controller.
10. The elevator controller shall provide building security options and features that will allow all or individual floor landings to be locked out and secured.
11. Provide a capture/pretest switch so that the elevator is allowed to take the remaining passengers to their designated floors and then remain empty so that it may be captured for non-passenger use.

**B. PROGRAMMABLE OPTIONS**

1. All available options or parameters shall be field programmable, without need for any external device or knowledge of any programming languages. Programmable options and parameters shall be stored in nonvolatile memory. As a minimum, there shall be a 32-character alphanumeric display used for programming and diagnostics. Programmable parameters and options shall include, but not limited to, the following:
  - a. Number of stops/openings served
  - b. Simplex
  - c. Single automatic push-button
  - d. Selective collective/single button collective
  - e. Programmable fire code options/fire floors (main, alternates)
  - f. Floor encoding (absolute PI)
  - g. Digital Pis/single wire Pis
  - h. Programmable door times
  - i. Programmable motor limit timer
  - j. Fire Service
  - k. External Low Oil Sensor Input
  - l. External viscosity control input
  - m. Hall or car gong selection

**19. TOP OF CAR INSPECTION**

Provide a car top inspection station complete with light, stop switch and GFI protected outlets. All necessary wiring will be provided.

**20. TRAVELING CABLES**

Traveling cables shall be home run and fully comply with all code requirements. Cables shall be flexible and suitably suspended to relieve strain on individual conductors. Provide a minimum of 4 shielded pair wires to accommodate future use.

**21. PIT SWITCH**

Provide stop switch located adjacent to pit ladder and set at the proper height.

**22. HOISTWAY SWITCHES**

Hoistway switches shall be provided including necessary switches and cams. Any necessary switches for leveling, stopping, door zone and directions will be provided.

**23. HOISTWAY WIRING**

All wiring and electrical interconnections shall comply with the governing codes. Insulated wiring shall have flame retardant and moisture-proof outer covering, and shall be run in conduit, tubing, or electrical wire ways.

**24. HOISTWAY SILL AND FRAMES**

Existing Hoistway sills and frames are to be retained.

**25. HOISTWAY DOORS**

Provide new Bi Parting Hoistway doors at all floors and associated hardware. Provide release mechanism at each landing. All car and hoistway door equipment shall be manufactured by Peelle or Courion manual door system. Door finish shall be baked on powder coat RAL 7010.

## **26. HOISTWAY DOOR EQUIPMENT**

- A. All new Hoistway door equipment shall be provided. Provide door unlocking device at each landing.
- B. All associated hardware for manual operation. Manufactured by Peelle Mfg. Corp or Courion Manufacturing Corporation.

## **27. BRAILLE JAMB PLATES**

Provide and install zinc diecast raised and Braille jamb plates on both sides of the Hoistway entrance frame at each landing. Securely fasten the plates using tamperproof fasteners (adhesive shall not be the primary attachment means for the jamb plates).

## **28. PAINTING**

- A. Machine room: Upon completion of job, clean the machinery space and paint the floor light gray, high gloss epoxy paint and the machine room walls bright white. A minimum of one coat of primer and two gloss coats of paint is required. The entire machine room walls are to be painted.
- B. Hoistway: All Hoistway, car and pit equipment shall be painted (including rails)
- C. PIT: Upon completion, thoroughly clean the pit, and spray the pit walls dark grey and paint the floor with dark gray, high gloss epoxy paint. A minimum of one coat of primer and two finish coats of paint is required.

## **29. RELATED WORK BY OTHERS**

- A. Install proper lighting with a 3-way switch located at the pit ladder and adjacent to the opening jamb of the top Hoistway door inside the Hoistway. Vertically install Led lighting fixtures and mount them on the side Hoistway wall, centered on the door headers at each landing. In the case of multiple hoist ways, there shall be a 3-way/4-way switch mounted beside each bottom or top Hoistway door opening inside the Hoistway.
- B. Provide sensor in pit with signal to systems control to detect water in pit.
- C. Provide lockable fused type disconnect for main power. Sized to match new pump motor amperage.
- D. Provide lockable breaker disconnect for car lights. 20 AMP
- E. Provide duplex GFI in machine room and pit

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- F. Retain existing pit ladder
- G. Bevel any ledges and seal all penetrations new and existing.
- H. Connect the existing smoke and heat detectors into the new controller and test for proper operation.
- I. Provide local fire recall system for the elevators only. Provide new smoke/heat detectors up to current code to include flashing hat module for machine room.
- J. Provide for existing machine room door to self-lock and self-close.
- K. Provide new dedicated phone line in the machine room for new elevator phone.

### **III. BID SUBMISSION REQUIREMENTS**

1. The Town of Farmville will not accept oral bids, nor bids received by telephone, FAX machine, or other electronic means.
2. All erasures, interpolations, and other changes in the bid shall be signed or initialed by the Offeror.
3. The Bid Signature Sheet (**Attachment A**) must accompany any bid submitted and be signed by an authorized representative of the Offeror. If the Offeror is a firm or corporation, the Offeror must print the name and title of the individual executing the bid. All information requested should be submitted. Failure to submit all information requested may result in the Town of Farmville requiring prompt submission of missing information and/or rejecting the submitted bid.
4. **The bid, and any other documents required, shall be enclosed in a sealed opaque envelope. The envelope containing the bid shall be sealed and marked in the lower left-hand corner with the number, title, hour, and due date of the bid, and addressed to Kimberly Thompson, Purchasing Agent, Town of Farmville, 116 North Main Street, Post Office Drawer 368, Farmville, VA 23901, so as to arrive no later than 2:00 p.m. (eastern standard time) on Friday, July 8, 2022.**
5. The time bids are received shall be determined by the time received in hand by the Town Office, 116 North Main Street, Farmville, VA. Offerors are responsible for ensuring that their bids are received by Town personnel by the deadline indicated.
6. By submitting a bid in response to this Invitation for Bid, the Offeror represents it has read and understand the Scope of Services and has familiarized itself with all federal, state, and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance of the bid.



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Email: [kthompson@farmvilleva.com](mailto:kthompson@farmvilleva.com)

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7. The failure or omission of any Offeror to receive or examine any form, instrument, addendum, or other documents or to acquaint itself with conditions existing at the site, shall in no way relieve any Offeror from any obligations with respect to its bid.
8. Trade secrets or proprietary information submitted by an Offeror in response to this Invitation for Bid shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protection of this section prior to or upon submission of data or materials and must identify the data or other materials to be protected and state the reasons why protection is necessary (Va. Code § 2.2-4342.F).
9. A bid may be modified or withdrawn by the Offeror any time prior to the time and date set for the receipt of bids. The Offeror shall notify the Purchasing Agent in writing of its intentions.
  - A. If a change in the bid is requested, the modification must be so worded by the Offeror as to not reveal the original amount of the bid.
  - B. Modified and withdrawn bids may be resubmitted to the Purchasing Agent up to the time and date set for the receipt of bids.
  - C. No bid can be withdrawn after the time set for the receipt of bids and for one-hundred twenty (120) days thereafter.
10. The Town welcomes comments regarding how the bid documents, scope of services, or drawings may be improved. Offerors requesting clarification, interpretation of, or improvements to the bid general terms, conditions, scope of services or drawings shall submit technical questions concerning the Invitation for Bid no later than Tuesday, July 5, 2022, in writing. Any changes to the bid shall be in the form of a written addendum issued by the Purchasing Agent and it shall be signed by the Purchasing Agent or a duly authorized representative. **Each Offeror is responsible for determining that it has received all addenda issued by the Purchasing Agent before submitting a bid.**
11. All bids received on time shall be accepted. All late bids received shall be returned to the Offeror unopened. Bids shall be open to public inspection only after award of the bid.
12. For your bid to be considered, it must be submitted on a copy of this Invitation to Bid in the places provided. Please keep a duplicate copy for your records. Bidders shall sign this form in the spaces provided without detaching from rest of bid and must return bid, in its entirety, to the above noted office/address. Bids shall be returned in a sealed envelope marked with the above Invitation Number, Bid Date and Project Name.

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13. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit bids. The Town of Farmville encourages all businesses, including minority and women-owned businesses, to respond to all Invitations to Bid and Request for Proposals.

14. All items shall be bid as specified or an approved equal unless the item specifically states no substitute. If bidding other than specified, complete specifications on each item quoted upon must be submitted with bid. Failure to comply with this requirement will be cause for rejection of bid.

15. No bid may be withdrawn after the scheduled closing time for receipt of bids for one hundred and twenty (120) calendar days, except as provided in Section 2.2-4430, Procedure 1, Code of Virginia, which states the bidder shall give notice in writing of his claim to withdraw his bid within two (2) business days after the conclusion of the bid opening procedure and shall submit original work papers with such notice.

16. Questions relating to this Invitation for Bid document should be directed to Kimberly Thompson, Purchasing Agent, telephone (434) 392-8465, [kthompson@farmvilleva.com](mailto:kthompson@farmvilleva.com). Questions relating to the specifications or equipment should be directed to Bill Caldwell, Deputy Director of Public Works, (434) 392-3331 [bc@farmvilleva.com](mailto:bc@farmvilleva.com).

#### **IV. MISCELLANEOUS**

##### **1. EXAMINATION OF FACILITIES: PRE-BID CONFERENCE**

A pre-bid conference will not be scheduled. If your firm plans to send representatives to visit the site, please notify the Assistant Director of Public Works, Bill Caldwell, to make arrangements.

##### **2. MINORITY BIDDERS**

The Town of Farmville encourages all businesses, including minority and women-owned business to respond to all invitations to Bid and Requests for Proposals.

##### **3. AVAILABILITY OF FUNDS**

It is understood and agreed between the parties that the Town of Farmville shall be bound hereunder only to the extent of the funds available, or which may hereafter become available for the purpose of this agreement.

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#### **4. CHOICE OF LAW AND VENUE**

Any disputes under a resulting contract, which cannot be resolved between the Town of Farmville and the Offeror, must be resolved in the Circuit Court of the County of Prince Edward, Virginia. Any resulting contract shall be governed by the laws of the Commonwealth of Virginia. The Offeror shall comply with all applicable federal, state, and local laws and regulations.

#### **5. NON-COLLUSION AFFIDAVIT OF PRIME BIDDER – (Form Provided Must Be Used)**

**Each bid must be accompanied by a properly executed and notarized copy of the Non-collusion Affidavit of Prime Bidder (Attachment C)**

#### **6. NON-DISCRIMINATION CLAUSE**

In accordance with Section 2.2-4311 of the *Code of Virginia*, every contract for goods or services over \$10,000.00 shall include the following provisions:

**A.** The Offeror will not discriminate against any employee or applicant for employment because of disability, race, religion, sex, or national origin except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Offeror. The Offeror agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

**B.** The Offeror, in all solicitations or advertisements for employees placed by or on behalf of the Offeror, will state that such Offeror is an equal opportunity employer.

**C.** Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Offeror shall include the provisions of the foregoing paragraphs A, B and C in every subcontract or purchase order over \$10,000.00 so that the provision will be binding upon each subcontractor or vendor.

#### **7. DRUG FREE WORKPLACE**

In accordance with Section 2.2-4312 of the *Code of Virginia*, during the performance of this contract, the Offeror agrees to:

1. Provide a drug-free workplace for the Offeror's employees.

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2. Post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, possession, or use of a controlled substance or marijuana is prohibited in the Offeror's workplace and specifying the actions that will be taken against employees for violations of such prohibition.
3. State in all solicitations or advertisements for employees placed by or on behalf of the Offeror that the Offeror maintains a drug-free workplace.
4. Include the provisions of the foregoing clauses in every subcontract or purchase order over \$10,000.00, so that the provisions will be binding upon each subcontractor or vendor.

For the purpose of this section, "drug free workplace" means a site for the performance of work done in connection with a specific contract awarded to an Offeror.

#### **D. FAITH BASED ORGANIZATIONS**

In accordance with Code of Virginia, Section 2.2-4343.1, the Town of Farmville does not discriminate against faith-based organization.

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**ATTACHMENT A – SIGNATURE FORM**

If Signature is other than the President, please furnish this office a letter of explanation for authority to sign for the President.

Name of Bidder \_\_\_\_\_

Taxpayer's Identification \_\_\_\_\_ Email Address \_\_\_\_\_

Complete Address \_\_\_\_\_

Name (Type or Print) \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Telephone number (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

In compliance with Invitation for Bid #WTP 22-0516-001 and subject to all conditions thereof and attached thereto, the undersigned offers and agrees, if this Bid be accepted within one hundred twenty (120) calendar days from the date of opening, to furnish any and all of the items upon which the prices are quoted.

My signature certifies that the accompanying bid is not the result of or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia, 1950 as amended. Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, and Virginia Antitrust Act and Federal Law and can result in fines, prison sentences and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or personal that could be considered as a conflict of interest to the Town of Farmville, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationship with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the Town of Farmville, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the Town of Farmville.

I hereby certify that I am authorized to sign as a Representative for the Firm.



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**ATTACHMENT C - NONCOLLUSION AFFIDAVIT OF PRIME BIDDER**

State of \_\_\_\_\_

City of \_\_\_\_\_

County \_\_\_\_\_

\_\_\_\_\_ Being first duly sworn, deposes  
and says that:

(1) He is \_\_\_\_\_  
(owner, partner, officer, representative or agent)

of \_\_\_\_\_, the bidder has submitted the attached Bid:

(2) He is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such Bid.

(3) Such Bid is genuine and is not a collusive or sham Bid;

(4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspire, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or Sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such contract or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of Farmville or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached Bid are fair and proper are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

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Subscribe and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Title)

My commission expires \_\_\_\_\_



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**ATTACHMENT D – BID PRICE**

Vendor Name: \_\_\_\_\_

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

Elevator Brand/Manufacturer: \_\_\_\_\_

Elevator Model Number: \_\_\_\_\_

**Bid price to PURCHASE, INSTALL, AND RENOVATE  
ONE (1) HYDRAULIC FREIGHT ELEVATOR  
with all necessary equipment according to *Attachment A*  
- *Drawing* and Section II. Products (Items 1-29) of the  
above RFP, both included herein as a part of this bid  
document:**

Total Elevator Bid Price: \$ \_\_\_\_\_

DELIVERY SCHEDULE: \_\_\_\_\_ days after receipt of a Purchase Order.

This bid form must be completed, signed, and returned with your bid.

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