

**MAINTENANCE AND REPAIR OF ELEVATORS AND ESCALATORS AT
THE UNITED NATIONS UNIVERSITY HEADQUARTERS IN TOKYO (UNU-RFP/002/2016)**

SCOPE OF WORK

1. BACKGROUND

- 1.1 The United Nations University intends to secure the services of a professional company to provide maintenance and repair services of the elevators and escalators at the United Nations University (UNU) Headquarters located at 53-70, Jingumae 5-chome, Shibuya-ku 150-8925 Tokyo, Japan, under a long term agreement.
- 1.2 The UNU was established in 1973 and is an international community of scholars engaged in research, postgraduate training and dissemination of knowledge in furtherance of the purposes and principles of the Charter of the United Nations (UNU Charter, I.1). For more information, please refer to www.unu.edu.

2. SCOPE OF WORK

- 2.1. The type of the contract is POG (Parts/Oil/Grease) Contract. The Contractor shall be required to furnish inspection, preventive maintenance, incidental servicing, emergency service, and the maintenance parts necessary to ensure that the elevators and escalators operate in good condition. The maintenance services shall include all qualified labor, supervision, establishment and maintenance of records, transportation means, parts, tools, equipment, cleaning and spot rust protective painting of escalator trusses and elevator rails, and maintain machine spaces clean at all times. The maintenance records shall include repair work performed, preventive maintenance activity, spare parts utilized and any modifications to the equipment whether charged to the UNU or not, and/or emergency services.
- 2.1 The lists of elevators and escalators covered under the Scope of Work are as follows:

Elevator #	ELEVATORS	No. of units
#2	FUJITEC Passenger Elevator P-15-2C0-150-14T)	1
#3	FUJITEC Passenger Elevator P-15-2C0-150-13T Wheel Chair Application)	1
#4	FUJITEC Passenger Elevator P-17-2C0-150-15T Emergency Application)	1
#5	FUJITEC Hydraulic Passenger Elevator HPF-11-2C0-45-3T)	1
	Additional Devices for Elevators	
#2-#6	Seismic Operation Control System	5
#2-#6	Speech Synthesis Automatic Announcement System	5
#2, 3, 5 and 6	Fireman Operation	4
#2, 3, 5 and 6	Standby-Power Operation	4
Escalator #	ESCALATORS	
#1 and 2	800-PLS-SL-4, 900	2
#3 and 4	800-PLS-SL-3, 900	2

- 2.2 Because of the essential life safety aspects of the service contract, Proposers are required to provide the following services requirements:

Periodic Maintenance

- a) Dispatch qualified technicians once a month to systematically examine, clean, lubricate, adjust, apply rust protective paint, and perform other preventive maintenance services.
- b) When furnishing, repairing and installing all replacement elevator/escalator parts necessitated by wear and tear to all parts of the equipment are required, the Contractor shall consult with the UNU;
- c) Arrange for regular maintenance by the manufacturer at least twice a year in order to secure safety, as well as the manufacturer's liability and in accordance with the Building Standard Law of Japan;
- d) Supply the lubricants, tools and equipment necessary for carrying out the scope of work and which meet OEM and contract requirements.
- e) Maintain a record of maintenance services carried out and make it available for UNU's inspection as required;

Out of Service or Emergency Services and Repairs

- f) Respond to the UNU's report of any escalator or elevator malfunction, inoperability or otherwise appear to constitute danger to users, and dispatch a qualified technician within 30 minutes from the time of notification (during office hours from 9:30 am to 5:30 pm) or within 2 hours (after office hours). The Contractor shall have the necessary equipment and tools to rectify the elevator or escalator failure condition;
- g) Perform emergency services as part of the contract without additional charge. Replacement parts (if any) may be chargeable subject to UNU's approval;
- h) Supply replacement parts manufactured by the original equipment manufacturer (OEM) or parts substantiated as equal by the Contractor and as approved by the UNU. The Contractor shall have available for timely delivery and installation, sufficient access to spare parts for the repair of all elevator and escalator units.

- 2.3 The Contractor shall not make any changes or alterations to the existing mechanical equipment, circuits, circuit wiring, or sequencing, nor alter the original circuit or wiring design without prior consent of the UNU.

- 2.4 Maintenance under this contract shall provide a constant, high quality service to properly protect all equipment from deterioration and to provide constant peak performance of all elevators and escalators, resulting in a minimum of down time for any portion of the system.

- 2.5 Not more than one elevator or escalator shall be put out of service at one time for regular maintenance lubrication and servicing. The time of day that each elevator and escalator can be shut down for routine maintenance shall be scheduled with the UNU to minimize the disruption caused by the elevators and escalators being out of service.

3. CONTRACT TERM

- 3.1 The term of the agreement resulting from this RFP will be three (3) years. Additionally, the agreement will include two, 1 year extension options, to be exercised at the option of the UNU.

4. PRE-PROPOSAL CONFERENCE

- 4.1 Potential Proposers may attend the pre-proposal informational meeting in order to obtain clarification and explanation of the items that are included in the proposals request. If interested Proposers need further information or clarification of the proposals request, requests shall be in writing and staff shall respond in writing to persons who received a proposal package.

5. QUALIFICATION OF BIDDERS AND PERSONNEL REQUIREMENTS

- 5.1 Given that the safety of the elevators is depending highly on the level of services and the quality of maintenance provided by the maintenance company, it is recommended that the bidding companies have the following qualifications:
- Minimum ten (10) years' experience in the elevator and escalator maintenance and repair industry
 - Have sufficient supervision, staff, equipment and materials to address all UNU responses effectively
 - Possess the governmental bid participation qualification, grade A or higher ("Zen-shochou-touitsu-shikaku")
 - ISO9001 certification
- 5.2 All work shall be performed by certified elevator and escalator technicians supervised by the Contractor. The technicians and supervisory personnel shall be specially trained and have thorough experience in the maintenance of these particular types of elevators and escalators. The Contractor shall furnish proof of training experience in the proposal submission.
- 5.3 The bidding company shall provide the list of qualified technicians and supervisory personnel who have the following minimum qualifications:
- Minimum high school diploma or equivalent
 - Completed apprenticeship; paid on-the-job training
 - Possess the necessary licenses and certifications recognized by the MLIT ("Shoukouki-kennsa-shikakusha" or equivalent)
 - Possess the necessary company's internal certifications.
 - At least 5 years' experience in elevator and escalator maintenance and repairs
- 5.4 Proposers are required to complete the *Technical Proposal Response Form* (attached herewith) and submit the related supporting documents.