



3 Court Street, Norwich, NY 13815 Phone (607) 334-4034 GuernseyMemorialLibrary.org

December 18, 2023

Dear Contractor:

Please accept this letter as a Request for Proposals for the performance of services by a contractor for the following project:

Guernsey Memorial Library Elevator Upgrades

In order for the library to contract with its elevator maintenance company to upgrade the library's elevator, several items need to be installed, including:

A phone line to the elevator control room.

Needed in the pit: sump pump, light, and GFCI electrical outlet.

The circuits should be 110.

The pump will need its own circuit.

The light and GFCI will need their own separate circuit.

More specific details can be found on the library website at GuernseyMemorialLibrary.org or by emailing guernsey@4cls.org.

All proposals are to be delivered to Guernsey Memorial Library in a sealed envelope clearly marked on the outside "Elevator Upgrade Proposal." All proposals must be submitted by 5:00 PM on Wednesday, January 31, 2024. The library reserves the right to reject any and all bids if they are not suitable, but the successful firm will be expected to enter into a contract with the Library and the proposal price must be in effect for 180 days following receipt.

Thank you for considering being of service to Guernsey Memorial Library and the Norwich community. Questions can be directed to guernsey@4cls.org.

Sincerely,

A handwritten signature in cursive script that reads "Connie Dalrymple".

Connie Dalrymple

GML Director

MACHINE ROOM ELECTRICAL SUMMARY



Customer Initial

- Main line, Cab Light and Shunt Trip Disconnect
 - Disconnect switches must be lockable, fusible, and sized to accept new incoming power requirements from the new equipment. **If the elevator power unit is upgraded, the existing power feeders, disconnect size and electrical conduit sizes may be affected which would bring additional costs.** Needs to be located within sight of the controller.
 - Dedicated 110V fused cab lighting disconnect is required located next to the existing disconnect
 - If battery lowering is being added, a separate auxiliary disconnect switch will be necessary for the battery lowering feature per Code.
 - Provide a building Earth ground to each elevator disconnect switch in the machine room
- Lighting
 - Minimum of 19 candlepower overhead lighting shall be provided for a safe working environment and to allow for fast, accurate trouble shooting and maintenance. A separate branch circuit is required for machine room lighting and receptacles
- GFCI Outlets
 - Convenience outlets are required in each machine room and hoistway. These shall be ground fault protected.
- Phone Line
 - Dedicated phone line per elevator is required



HOISTWAY ELECTRICAL SUMMARY



Customer Initial



- Lighting
 - A moisture proof pit light is required in each pit. The switch shall be within reach of the access door or first floor landing. Ten (10) foot candles are required in each elevator pit
 - Ten (10) foot candlepower illumination is required at the elevator door/sill at each landing at all times the elevator is in service.
- Convenience Outlet
 - A ground fault protected convenience outlet shall also be provided in the pit
- Sump Pump
 - Power may be required for sump pump(s) in the pit. This outlet should not be the GFCI receptacle. **If there is no existing sump pump, you do not need to install a new one per Code**
- Misc.
 - No other pipes or electrical conduit not associated with the elevator equipment are allowed in the hoistway. Power feeders may not run up the hoistway except by special AHJ permission. Power shall contain splices or junction boxes in the hoistway.



ELEVATOR MACHINE ROOM & HOISTWAY REQUIREMENTS Electrical Requirements

