



REPLACEMENT PARTS FOR ELLISON BRONZE INC. BRAND DOORS

SCOPE

The awarded Contractor will furnish and deliver replacement parts used to repair and maintain Ellison Bronze Inc. brand doors installed in facilities maintained by the Chicago Transit Authority (CTA).

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1. GENERAL INFORMATION

- 1.1. Potential Contractors should refer to the Contract Documents for a list of Ellison Bronze Inc. brand replacement parts which Contractors must base their proposals. The current approved products are indicated for each part.
- 1.2. The version of a standard, code, statute, or guideline referenced herein that is current on the date of release applies.
- 1.3. Sub-sections that are “Not Applicable” to this specification are indicated with “N/A”.
- 1.4. The Contract Document will provide information for contacting the appropriate CTA contact personnel.
- 1.5. Acronyms (N/A)
- 1.6. Definitions(N/A)

2. DELIVERABLES

- 2.1. Pre-Award:
 - 2.1.1. The potential Contractor must provide the following items with its bid or within five (5) business days of CTA’s request:
 - a. Manual: Operating, Maintenance, Parts List, Spare Parts, Training Material.
Three (3) hard copies and one (1) electronic version
 - b. Certifications: Compliance, Materials
 - c. Samples
 - d. Drawings
 - e. Testing Data
 - 2.1.2. The potential Contractor must be a professional business entity with at least five (5) years’ experience furnishing and delivering similar products specified in this specification. The CTA requires documentation meeting the requirements of this specification with the bid response package, or within five (5) business days of CTA request.
 - 2.1.3. The potential Contractor must furnish in the potential Contractor’s bid response package a list of three (3) references, including the name of the company, contact name and phone number, to which similar products have been provided



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within the last two (2) years.

2.2. Post-Award:

2.2.1. The Contractor must maintain stock levels that are readily available for a minimum of three (3) years.

2.2.2. Upon award of a Contract, the product must be identical to the item that was approved by the CTA. Any exceptions must be submitted in writing and obtain approval by the CTA Manager, or designee.

3. CHICAGO TRANSIT AUTHORITY CONTRACT REQUIREMENTS

3.1. QUALITY CONTROL AND ASSURANCE

3.1.1. Quality Control

3.1.2. The Contractor must have an established industry defined Quality Management System (QMS) which provides specific performance and control operating procedures for materials and workmanship.

3.1.3. Quality Assurance

3.1.3.1. The Contractor must be responsible for all inspection requirements. The CTA reserves the right to perform any additional inspections required to assure conformity to the requirements contained within this specification.

3.1.3.2. The Contractor must incorporate, but not necessarily be limited to, the following:

- a. Action criteria that will be used to identify “out of control” production by the control charts.
- b. Properties to be measured and inspected and the testing frequencies must be stated by the Contractor.
- c. Procedures to follow when the product is deemed unsatisfactory must be listed.
- d. The Contractor must state the titles/positions of the individuals or persons who are in charge of correcting the unsatisfactory product.



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3.2. CONTRACTOR REQUIREMENTS (N/A)

3.3. DETAILED REQUIREMENTS

3.3.1. The Contractor must furnish new replacement parts as requested in each contract release. Releases may request individual replacement parts, or replacement assemblies.

3.3.2. All furnished parts must be genuine Ellison Bronze Inc.. Exceptions to this requirement are as follows:

3.3.2.1. Parts certified by the Ellison Bronze Inc. as parts that meet their specifications and are approved for direct replacement of the original part(s).

3.3.2.2. Parts that have been approved by the Chicago Transit Authority (CTA) as acceptable replacement part(s). Refer to the Contract Documents for a current list of CTA approved parts.

3.3.3. Replacement parts and/or the mating part(s) must not require alteration or modification to facilitate the installation of the replacement part or for the final assembly to function as originally designed.

3.3.4. Parts must be furnished in the original Manufacturer's sealed packaging, the Manufacturer's documentation (e.g. installation instructions) and product identification must be included with the replacement part(s).

3.3.5. See Contract Documents for CTA Item Number, Manufacturer, and the Manufacturer Part Numbers for approved examples.

3.3.5.1. There may be other Manufacturers that can furnish and deliver products meeting or exceeding the requirements presented in this specification and in the Contract Documents. The CTA will determine if a proposal submitted by a Contractor meets the requirements presented in this specification and the Contract Documents, and the decision of the CTA will be final.

3.4. PERFORMANCE REQUIREMENTS (N/A)

3.5. SAFETY REQUIREMENTS

3.5.1. The Contractor must inspect and correct product with loose, protruding or sharp



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edges that may cause injury while handling.

- 3.5.2. The Contractor must provide the OEM recommended safety operating instruction manual.
- 3.5.3. The Contractor must not ship any product without prior approval by the CTA Safety Department.
- 3.5.4. The Contractor must provide a copy of the SDS of the approved product(s) with each shipment.
- 3.5.5. The Contractor must ensure that no product shipped to the CTA contains an ingredient that is considered hazardous as defined by the Department of Labor and all products meet the limits of the Illinois Volatile Organic Compound (VOC) standards.

3.6. WARRANTY INFORMATION

- 3.6.1. All furnished parts and components must carry a Manufacturer's guarantee to be free from defects in material and workmanship for the standard warranty period.
- 3.6.2. The Contractor agrees to promptly correct by repair or replacement any defect or failure of compliance that may develop within the standard warranty period. Any part or component replaced under this guarantee extends the original standard warranty an additional standard warranty period.

3.7. DELIVERY, STORAGE, HANDLING

- 3.7.1. Each shipment of the product(s) furnished by the Contractor to the CTA under this specification must include a complete packing list. Each packing list provided must include, but not necessarily be limited to, the following information:
 - a. Description of Product(s).
 - b. Quantity.
 - c. Manufacturer's Name & Part Number.
 - d. CTA Item Number (If applicable).
 - e. CTA Purchase Order Number (If applicable).
 - f. CTA Release Number (If applicable).
- 3.7.2. Failure by the Contractor to furnish a complete packing list for a given product(s) may result in rejection of shipment and/or delay in payment.
- 3.7.3. All products furnished by the Contractor must be appropriately packaged in a



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temporary protective covering, box or wrap, before shipping to ensure protection from damage during shipping, handling, and storage operations. When applicable, product(s) must be placed atop a pallet or pallets made of wood or polymer material.

- 3.7.4. Packaging must be clearly labeled with the original Manufacturer's name/logo, product identification and model or part number.
- 3.7.5. The Contractor must maintain all applicable labels, in conformance with federal and state regulations, on each storage container. Markings must include but are not limited to, warnings of hazards, storage instructions, handling precautions, shelf life expiration date, and instructions to be followed in the event of contact with the container contents.
- 3.7.6. Where applicable, tools and accessory deliveries must include Safety Data Sheets with each product shipment.
- 3.7.7. Where applicable, packaging must segregate each item individually, preventing direct contact of adjacent pieces and preventing physical damage to the finished part during shipping and handling.
- 3.7.8. All tools and accessories furnished must be properly treated and packaged to prevent corrosion or contamination from the elements during shipping, handling, and storage.

3.8. APPROVED AND NON-APPROVED ITEM INFORMATION

- 3.8.1. The Contractor must only furnish and deliver CTA approved items under the terms of a given Contract. Should a potential Contractor wish to offer for CTA consideration an alternate item not currently approved, the potential Contractor may coordinate the delivery of a sample for testing with the Procurement Administrator or Buyer. The CTA's User-Group approval will be final.
- 3.8.2. Any sample submitted to the Procurement Administrator or Buyer for possible CTA approval must be at no cost to the CTA.
- 3.8.3. Any sample submitted to the Procurement Administrator or Buyer for possible CTA approval must become the property of the CTA deeming the sample non-returnable to the Contractor.
- 3.8.4. Any sample submitted to the Procurement Administrator or Buyer for possible CTA approval must not reduce the quantity count of any CTA order with the



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Contractor.

3.8.5. The Contractor must only furnish and deliver parts manufactured by pre-approved Manufacturers, or that have been manufactured per a CTA drawing under the terms of a given Contract.

3.8.5.1. When a CTA drawing is not available and a potential Contractor wishes to offer for CTA consideration an alternate item not currently approved by the CTA, the potential Contractor may coordinate the delivery of a drawing and sample for testing with the Procurement Administrator or Buyer.

3.8.6. The time required for reviewing and/or testing each item offered will vary and depend on the applicable procedures. Approval of an item does not guarantee an order under a currently proposed or future Contract

3.9. ADDITIONAL INFORMATION FOR POTENTIAL CONTRACTORS

3.9.1. Potential Contractors requiring any additional information must contact the CTA Procurement Administrator or Buyer listed in the Contract Documents. Potential Contractors requiring additional information from a person or persons potentially listed in the Special Conditions section of the Contract Documents must route their request through the Procurement Administrator or Buyer. Potential Contractors who contact any CTA personnel other than the Procurement Administrator or Buyer during the open bidding period will be considered to violate the provisions outlined in the Contract Documents.

4. CHICAGO TRANSIT AUTHORITY CONTRACT WORK INSTRUCTIONS

4.1. INSTALLATION (N/A)

4.2. TESTING AND COMMISSIONING (N/A)

4.3. FINAL INSPECTION

4.3.1. The CTA will perform an internal inspection of the product based on established standard criteria along with this specification.

4.3.2. Rejected products by the CTA Manager, or Quality Inspection (QI) or designee must be replaced and re-delivered at the Contractor's expense.

4.4. FINAL ACCEPTANCE (N/A)



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4.5. DEMOLITION, STORAGE, AND REMOVAL (N/A)

5. DRAWINGS, TABLE, AND CHARTS (N/A)

DISTRIBUTION:

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