

City of St. Louis Treasurer's Office



Requests for Proposals for Elevator Services

Proposals due no later than 3:00pm, May 30, 2017

1) Opening Statement

The City of St. Louis Treasurer's Office ("STLTO") publically requests proposals from qualified vendors to provide elevator maintenance and repair for six parking garages. The STLTO operates six parking facilities with fifteen operable elevators.

This RFP does not obligate the STLTO to complete the selection and contract award process for services. STLTO reserves the right to: 1) accept or reject any and all Proposals; 2) request additional information from any or all Proposers to assist the STLTO in its evaluation process; 3) amend or withdraw this RFP prior to the announcement of the selected firm and 4) award the proposed services in whole or in part, to one or more firms. In case of an amendment to the RFP, all Proposers will be provided with a copy of any such amendment(s) and be afforded the opportunity to revise their Proposals in response to the RFP amendment.

2) Scope of Services

Maintenance and Repairs

Contractor will furnish maintenance and callback service on all elevators for a period of two years with and a potential one-year option. The Contractor will be required to perform monthly maintenance, including but not limited to: 1) inspecting elevators for safety issues and operation issues; 2) cleaning, lubricating, and adjusting elevator components; 3) ensuring elevator lights and alarms properly function; and 4) completing elevator repairs mutually approved by the STLTO.

B) Elevator Testing

Contractor shall conduct elevator performance evaluations when conditions warrant as determined mutually by Contractor and the STLTO. Evaluation of equipment performance shall include car speed, door operation required to maintain manufacturer's operating standards. Performance evaluations must be conducted during a regularly scheduled visit.

C) Maintenance Records and Reports

Contractor shall provide quarterly written reports on the condition and expected upcoming repairs for each elevator/escalator. These repairs shall not be limited to regular maintenance, but also upcoming major repairs or suggested enhancements.

Contractor shall provide an elevator log book to indicate all maintenance performed on each elevator-The log book is also used to indicate that monthly maintenance has been performed. Information recorded shall include service person's name; and any other relevant information. The STLTO reserves the right to accept/reject said log. This log will remain the property of the STLTO and remain with the STLTO past the term of the contract. All manuals and data books shall not be removed from STLTO premises without written permission.

D) Maintenance Schedule and Availability

Contractor shall perform all preventive maintenance, repairs, routine adjustments, and servicing five (5) days a week, Monday – Friday, during STLTO working hours of 7:00 a.m. to 5:00 p.m., excluding National Holidays and STLTO observed holidays. Premium time shall be considered any time between the hours of 5:01 p.m. and 6:59 a.m. The current STLTO holidays are: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day following, Christmas Eve, and Christmas.

Service Requests During Normal Business Hours

Contractor will respond to service requests during normal business hours as defined above at no extra charge. Service requests are defined as minor adjustments or emergency entrapments that can be accomplished in two hours or less (excluding travel time).

After Hours Service Requests

On service requests outside of normal business hours for services covered under this Agreement, Contractor to absorb the straight time costs of labor, and STLTO will be responsible for the difference between the straight time costs and overtime costs of labor. Labor costs include travel time, travel expenses, and time spent on the job.

E) Other Requirements

Contractor shall be responsible for all job-site cleaning, including maintaining area(s) free of waste materials, debris, and rubbish. Removal and disposal of debris shall be on a schedule approved by the STLTO. Contractor shall be responsible for all hydraulic oil clean up and disposal. Any excessive amounts (more than (2) gallons) of hydraulic oil used should be reported, in writing, to the STLTO for environmental reporting purposes.

Contractor shall exercise control over the conduct, demeanor, and appearance of its employees, agents, and representatives and the conduct of its subcontractors and suppliers.

Contractor shall be responsible to ensure compliance with all Federal, State, and Local regulations pertaining to worker safety. If chosen, vendors may be required to comply with the Living Wage requirements set forth in the City of St. Louis Ordinance #65597.

Contractor shall be responsible for providing all necessary paperwork and testing to obtain state operating permits as required on all elevators.

Contractor shall be responsible to ensure compliance with quality control procedures, to include suppliers, manufacturers, products, services, work site conditions, and workmanship.

Contractor shall not take advantage of any apparent error or omission in these specifications. In the event the Contractor discovers such an error or omission, he/she shall immediately notify the STLTO. The STLTO shall make any corrections and/or interpretations as may be deemed necessary for fulfilling the intent of the specifications.

Contractor shall appoint and assign a contact person(s) fully knowledgeable of all phases of the work, for the duration of the service contract. He/she shall respond to STLTO concerns, inquiries, questions, and problems arising as a result of the service. Contact person(s) response time shall be no later than sixty (60) minutes after STLTO notification to contact person(s) or Contractor's telephone, cellular, voice mail, beeper, answering service, or any other number provided. The Contractor is also expected to respond to onsite issues within two hours unless an emergency.

Contractor shall exclude the following in the performance of this contract: 1) Light fixtures and lamps, 2) Cleaning of cab interiors and exposed sills, 3) Plungers, casings and cylinders, 4) Piping and connections not exposed in the hoist ways and machine rooms, 5) Vandalism and abuse of equipment beyond Contractor's control.

Contractor shall be responsible for acquiring all necessary equipment to provide service on all equipment, including equipment Contractor does not normally install.

3) Contractor Qualifications

Contractor shall have three (3) years of service experience with a service contract similar to this bid.

Contractor shall have and maintain during the course of this agreement the required State of Missouri contractor license for elevator and escalator service.

4) Response Format

Part I: Company History/Profile

- a) A history and overview of the vendor's company
- b) Contractor shall include with their bid form submittal five (5) references for similar service agreements with other agencies or companies

Part II: Cost Proposal and Licenses

A cost proposal separate costs for each facility as outlined below. Contractor shall understand that said service agreements may be assigned in part or whole Contingent on bid cost.

LISTING OF ELEVATORS TO BE MONTHLY SERVICED/MAINTAINED BY LOCATION:

**ARGYLE PARKING GARAGE:
3 ELEVATORS**

\$ _____

**CUPPLES PARKING GARAGE:
2 ELEVATORS** \$ _____

**JUSTICE PARKING GARAGE:
2 ELEVATORS** \$ _____

**KIEL PARKING GARAGE:
4 ELEVATORS** \$ _____

**7TH & PINE PARKING GARAGE:
3 ELEVATORS** \$ _____

**Nine North Parking Garage
1 ELEVATOR** \$ _____

Elevators:

Labor Rate: Mechanic Regular Hour \$ _____ hr

Labor Rate: Apprentice Regular Hour \$ _____ hr

Labor Rate: Mechanic Overtime Hour \$ _____ hr

Labor Rate: Apprentice Overtime Hour \$ _____ hr

For repairs requiring new parts, parts can be purchased on a cost plus ____% markup.

ANNUAL FULL PREVENTATIVE MAINTENANCE TOTAL
\$ _____

ANNUAL ESTIMATED ELEVATOR REPAIRS \$ _____
DUE TO VANDALISM OR MISUSE, NOT COVERED
UNDER MAINTENANCE.

ELEVATORS: All STLTO estimated elevator repairs resulting from vandalism or misuse, not covered under the regular maintenance for the STLTO. Vandalism includes, but is not limited to: stickers placed in elevator areas that may cause damage to the elevator.

5) Proposal Due Date and Location

RFP submittals are due no later than **3:00 PM on May 30, 2017** at the following location:

ATTN: Brian Earley, Facilities Manager
City of St. Louis
Treasurer's Office
421 South 10th Street
St. Louis, MO 63102

Late proposals may not be accepted and the envelope must be marked referencing the project: **Proposal for Elevator Services**. Proposers must supply three (3) hard copies of the proposal and one (1) electronic copy as a PDF file on a USB flash drive.

Public access to Proposals shall be governed by the relevant provisions of the Freedom of Information Act, State of Missouri Sunshine Law (RsMO 610.021), and regulations adopted pursuant thereto.

Contractor shall be responsible to coordinate all work activities and scheduling with Brian Earley of the STLTO in order for information to be distributed to end-users, customers, or patrons regarding service interruption, loss of service, or any other outage.