

City of St. Louis
Treasurer's Office



Request for Proposals

Proposal for Elevator Services

Proposals due no later than 3:00 pm, February 28, 2022

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.

The proposal shall include a statement giving the earliest possible commencement date to take over the elevator maintenance services for these elevators.

The proposal shall not include any automatic roll-over clauses requiring the STLTO to provide written notice of renewal or non-renewal within any specific period.

The proposal shall not include broad "obsolescence" language. Any mechanical or electrical part, component, or assembly that must be replaced, repaired or renewed as a result of normal wear or breakage, but unavailable from the original manufacturer due to obsolescence, remains Contractor's responsibility to replace, repair or have rebuilt by another source acceptable to STLTO. Those components that either must be custom manufactured or require extensive modification to the existing equipment before they can be installed, are considered obsolete. Based on this definition, the cost of special manufacturing or extensive modifications of the actual parts is the responsibility of STLTO; the labor for Contractor to incorporate these modifications into the unit is the responsibility of Contractor.

2) Scope of Services

A) Maintenance and Repairs

The Contractor shall furnish maintenance and callback service on all elevators for a period of two (2) years with a potential one-year option. The Contractor's maintenance shall include the following as a minimum:

- 1) Semi-Monthly examination of each traction elevator unit and monthly examination of the hydraulic elevator unit as a minimum.
- 2) Lubricating, adjusting, repairing and replacing of all parts as necessary to keep the equipment in a first-class, safe condition and proper working order and within performance requirements recommended by the original manufacturer.
- 3) Furnish all lubricants and parts required.

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- 4) Assure smooth and consistent operation of automatic hoist way doors and car doors.
- 5) Assure smooth starting and stopping and accurate leveling at all times.
- 6) Provide all periodic annual and maintenance testing in accordance with the Elevator Code and the State of Missouri Elevator Safety Rules.
- 7) Cleaning of all dirt, debris and rust from guide rails, tops of cars, bottom of platforms, machine rooms, elevator hoist ways and pits. All necessary cleaning supplies and equipment shall be furnished by the contractor.
- 8) Maintenance service shall conform to the requirements of Section 8.6 of Elevator Code. This shall include the provision of a written Maintenance Control Program (MCP) and maintenance record keeping that is consistent with Elevator Code requirements. Where the MCPs are not present, they shall be established by the Contractor within 90 days of the agreement.

B) Elevator Performance Evaluation

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. The Contractor will also ensure the elevators comply with all local and state licensing requirements.

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.

The Contractor shall provide and maintain a log book in the elevator machine room. The log shall list the date and time of monthly examinations and all trouble calls. Each trouble call shall be fully described including the nature of the call, necessary corrections performed and or parts replaced. 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. In the event of a phone call from the STLTO indicating a person or persons are trapped in the elevator, the call back time to the STLTO should be within 30 minutes. 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

The Contractor shall maintain a local office with proper staff to handle all administrative, communication and sales activities located within 25 miles of the facilities listed in this Request. The Contractor shall have a minimum of five (5) years of experience in the business of maintaining, repairing and testing elevator units of similar type to those listed in this Request.

In order to demonstrate capability and experience to STLMO, the Contractor must presently maintain in its local Greater St. Louis operations a minimum of 400 elevator units under executed elevator maintenance agreements. STLTO may require documentation of these agreements.

The Contractor shall employ local elevator maintenance technicians who possess the specific knowledge and proper tools required for the maintenance, timely repair, troubleshooting and testing of all elevator units listed in this Request. The STLTO shall not be required to provide any tooling to the Contractor for the performance of Contractor work.

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.

The following are the key criteria that will be used to evaluate the proposals:

Topic	Number of Points
Pricing	25
Response to Repairs/Outages	20
References	25
Warranty and Services	20
MBE/WBE participation	10
Total	100

5) Schedule

The following is a listing of key proposal and project milestones:

RFP Release	January 21, 2022
Vendors to Submit Questions	February 4, 2021
City Response to Questions	September 9, 2021
Proposals due	February 28, 2021
Selection Announced	March 11, 2022

6) Proposal Due Date and Location

RFP submittals are due no later than **3:00 PM on February 28, 2022** at the following location:

**Treasurer's Office, City of St. Louis
421 So. 10th Street (Cupples Garage)
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.

7) Department Contact / Requests for Clarification

Prospective responders may direct questions **in writing only** to:

Lenny Freeman

Parking Administrator

Email: FreemanL@stltreasurer.org

Fax: 314-622-4246

All questions are due no later than February 4, 2022. Questions will be answered in writing by February 9, 2022 and will be sent to all proposers and will be posted on our website at <https://www.stlouis-mo.gov/government/departments/treasurer/documents/rfp-proposal-for-elevator-services.cfm>. The department contact person is the only individual who can be contacted about the project by proposers before proposals are submitted. The department contact cannot vary the terms of the RFP.