

March 02, 2017

RFP 683319 - Elevators, Escalators, Moving Walkways - Maintenance, Modernization, Repair, Replacement, Parts, and Services

The Elevators, Escalators, Moving Walkways - Maintenance, Modernization, Repair, Replacement, Parts, and Services pre-proposal conference call was held on February 15, 2017 at 11:00 AM ET. The following companies received a copy of the RFP documents and/or had representatives on this call;

Schindler Elevator Corporation
Otis Elevator Company
Kone Corporation
ThyssenKrupp Elevator Corporation
Mid-America Elevator Company, Inc.
National Elevator Inspection Services, Inc., A Bureau Veritas Company

A. The following change shall be made to the RFP Document;

Section 3.2, Contract Administrative and Marketing Fee, on page 9 the sentence of this section in the RFP Document currently reads as follows;

“Supplier will provide to E&I a Contract Administrative Fee (CAF) of 2.00% of total invoice price for all orders placed by E&I members (excluding taxes, returns, and credits).”

This section shall be changed to read as follows;

“Supplier will provide to E&I a Contract Administrative Fee (CAF) of 1.00% of total invoice price for all orders placed by E&I members (excluding taxes, returns, and credits).”

B. As a result of the conference call held on February 15, 2017 certain questions were raised and are answered below. No questions were received via email during the open question period that ended February 22, 2017.

These changes constitute an addendum to the above referenced RFP and are made a part thereof.

1. A lengthy discussion took place concerning how to provide pricing for the response to this RFP. The number of options and types of equipment available were two of the largest concerns for the Suppliers on the call when addressing how to price the products and services in their response.

Answer 1 – Equipment, specifications, parts, services, and the requirements of each Individual Member institution will vary, as will the cost associated with labor by location. One all-encompassing price matrix for every possible combination of products, services, and labor is not being requested.

Your proposal response should include one, two, three, four or all of the following:

- Line item net price matrix
- Percentage discount from a Manufacture list price for all of the products that are available in your product catalog
- Price schedule based on tiered pricing
- Category Discount from list
- Volume Discounting (Large volume orders or tiered pricing)

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In order for E&I to perform a comparative pricing evaluation any and all pricing proposal responses shall provide adequate information about the items and services in your response. Information such as description, part/SKU number, size, unit of measure and any other relevant information necessary to identify what products and services are being proposed shall be included to allow E&I to evaluate your response.

Line item price lists shall include but not be limited to identifying items such as stock or part number, SKU's, size, description and unit of measure along with the product list price, discount (if proposed) and the net price. If the number of items being proposed is so large that it is prohibitive to provide it as a line item price schedule (i.e. more than 10,000 line items), a category discount from list price option may be proposed. Current Manufacturer list price schedule and/or catalog list price number must be included in your pricing response. Supplier will be responsible to provide E&I the new Manufacturer list price or Supplier catalog price annually.

Category discount from list price by manufacturer or your product catalog are acceptable and all categories must be clearly defined along with the designated discount to be applied to each specific category. All products or services that may appear on a Member invoice or price quote must be included and identified on the line-item price list or have an associated category discount. All items within the category shall include types of equipment within the category, the descriptions, SKU's, specifications, and additional options available within the category. This shall also include any ancillary items (including any mark-up) that will be part of a Member quotation.

Services which include repair, maintenance, preventive maintenance, testing, and installation shall be proposed. Proposers will include a description of repairs, maintenance, preventive maintenance, testing and the proposed schedule and various installation options in their response.

Labor rates will also vary based on the State, region, or city where the labor will be applied. It is understood that the Supplier will quote the Member a labor rate that is usual and customary for the State, region or city where the labor will be applied. For regions with prevailing wages, the supplier is responsible for adhering to the proper prevailing wage rate.

Proposers shall indicate the types of personnel to be utilized in the performance of the services and provide the basic description of the duties of each position. Include all necessary certifications for each position to provide industry standard certified technicians.

Examples are as follows:

Supervisor, elevator mechanic, inspector, helpers/assistants, and others

Pricing for the labor shall be provided to include normal work days and hours and also work during weekends, holidays, overtime, and emergencies for each position proposed. The pricing shall be quoted as an hourly rate. The pricing for the labor shall be held firm for the first year and shall follow the consumer's price index for increases and decrease in the following years.

All pricing may be submitted as "not-to-exceed" allowing the Supplier to adjust pricing downward as needed.

C. Additional Scope of Services information for RFP 683319

The primary intent of this RFP is to provide our members with a comprehensive solution to their elevator, escalator, and moving walk equipment and service requirements. To respond to this solicitation, Suppliers must be able to provide services and maintain the equipment at our Members locations. All equipment repairs, maintenance, preventative maintenance, modernizations and installations shall be performed to the highest standards that are usual and customary to the industry.

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Service/Maintenance Personnel should include, but are not limited to,

- Maintenance Mechanic
- Backup Mechanic
- Maintenance Supervisor
- Adjustor Foreman
- Apprentice
- Other (to be specified by the Supplier)

Routine Maintenance and Modernization

The maintenance work shall be performed by Technicians and Mechanics directly employed and supervised by the Supplier. Work shall be completed by experienced and skilled Technicians and Mechanics that specialize in maintaining elevators, escalators, moving walkways and shall not be assigned or transferred to any agent or subcontractor without the prior written consent of the Member where the work is to be performed.

Supplier shall propose a schedule for the examination of equipment, cleaning, and lubrication of all machinery, and machinery spaces including hoist ways, and pits. Lubrication service should be carried out as specified by the equipment manufacturer and should also include all of those mechanical parts, recommended to be lubricated on a regularly scheduled basis. Elevator Cables and wire ropes shall be lubricated as often as specified by the manufacturer. During any examination of equipment, the Supplier shall remove and discard any accumulated grease, dirt and debris from machine room(s), car top(s), truss pans and pit area(s) of the elevators, escalators and moving walkways.

The Supplier shall include a specified minimum number of usual and customary hours per month per unit that is to be dedicated to routine preventative maintenance with the flexibility to meet or exceed Member requirements. Hours assigned to meeting the specified minimum required hours for routine preventative maintenance shall not include callback or emergency/unscheduled repair hours. Hours performed on routine preventative maintenance that coincides with a callback or emergency/unscheduled repair may be assigned to meeting the specified minimum hours.

It shall be understood that repairs, modernizations, and replacements are to be made in accordance with the highest standards of preventative maintenance practice and that the repair and replacement of parts shall be equal in design, workmanship, quality, fit, finish, adjustment, operation and appearance to the original installation. Replacement parts shall be new and genuine equal to those supplied by the original manufacturer of the equipment or approved equivalent, and shall apply to the repairs, modernization, or replacement of all mechanical, electronic and electrical parts. All replacement parts shall be covered under this agreement.

Equipment Testing

Supplier shall conduct testing procedures in accordance with the applicable ASME A17.1 standards at intervals specified and in accordance with any local code requirements. If required, complete and execute all governing authority filing procedures including payment of all associated fees or other charges, and forward confirmation of all authority required filings to the Member within ten (10) working days of the date the test procedure was completed. Any fines incurred for failure to complete required testing or for filing irregularities will be paid by the Supplier.

Members may require the Supplier to perform the following tests conforming to the requirements contained in the applicable ASME A17.1 Safety Code for any equipment covered under the resulting Agreement.

- Annual Hydraulic Elevator Relief Valve Setting and System Pressure test
- Annual Electric Traction Elevator No-load Safety test
- Five-Year Full Load Safety Test

Parts

Supplier shall maintain an inventory of spare parts at the Members location(s) for scheduled preventive maintenance procedures and emergency callback service repairs. Parts should include, but are not limited to, contacts, coils, solid-state boards, relays, resistors, timing devices, computer devices, interlock safety switch and linkage parts, bottom guides, door closers, fuses, bulbs, guides and an assortment of hardware.

Major electronic and mechanical assemblies routinely considered by the industry to be replaceable units shall be available for emergency shipment from the maintaining company or their supplying vendor within twenty-four (24) hours.

Note: E&I will allow any additional questions to be emailed to us until Tuesday March 07, 2017

Please sign below and return the addendum with your RFP response to acknowledge receipt of the addendum. Should you have any questions or concerns, please do not hesitate to contact me, Mary Sue Goldwater at 254-729-5957 or mgoldwater@eandi.org. Thank you.

Sincerely,



Mary Sue Goldwater

Executive Director, Facilities Category

cc: Bob Solak

(Supplier)

(Authorized Signature)

(Printed Name)

(Title)

(Date)