



AUGUST 26, 2016

# ELEVATOR MAINTENANCE CONTRACT

## REQUEST FOR PROPOSALS

FACILITIES DEPARTMENT

LA CROSSE COUNTY

400 4TH STREET NORTH, ROOM 1370; LA CROSSE WI 54601

# Request For Proposal – Elevator Service

## General Information

### Objective

The purpose of this Request for Proposal (RFP) is to select a vendor to provide an elevator maintenance contract for seventeen (17) La Crosse County elevators.

### Incurred Costs

La Crosse County is not responsible for any costs incurred by the Responder in the preparation of the proposal, participation in the Vendors’ meeting, or for any other cost to the Responder associated with responding to the RFP.

### RFP Schedule

The following is a list of the important dates for activities related to the RFP process. La Crosse County reserves the right to change these dates and will post the changes on its web site.

Activity	Time	Date
RFP released**		Monday, August 29, 2016
Submission of proposals	2:00 p.m.	Wednesday, September 28, 2016
Public Works & Infrastructure Committee Approval	4:00 p.m.	Monday, October 10, 2016
Anticipated contract start date	12:00 a.m.	Sunday, January 1, 2017

\*\*Please note that this is the scheduled date as of the release of this RFP. It is the vendor’s responsibility to be aware of Committee Meeting times and dates. This information can be accessed on the County web site at <http://www.co.la-crosse.wi.us> via clicking on the header “Meeting Minutes/Agendas”.

### RFP Release

This RFP is posted on the La Crosse County web site. La Crosse County reserves the right to amend this RFP at any time. In the event it becomes necessary to amend, alter or delete any part of the RFP, changes to the RFP will be posted on the web site. It is the vendor’s responsibility to be aware of amendments that are posted on the web site.

The address is: <http://www.co.la-crosse.wi.us/RFP/default.htm>

Vendors are encouraged to check the web site frequently for changes to the RFP or schedule. Printed copies of the RFP will be provided upon request. Send your request to: La Crosse County Facilities Department; 400 4th Street North, room 1370; La Crosse, WI 54601.

### Vendors’ Meeting

Not applicable

### Submission of Questions

Questions shall be submitted to: James M. Speropulos. Phone: 608-785-9770

Email: [jsperopulos@lacrossecounty.org](mailto:jsperopulos@lacrossecounty.org)

### **Submission of Proposals**

Sealed proposals must be delivered to: **James M. Speropulos**  
**La Crosse County Administrative Center**  
**400 North 4<sup>th</sup> Street, Room 1370**  
**La Crosse, WI 54601**

**Sealed proposals must be delivered no later than 2 pm, Wednesday, September 28, 2016.**  
**Proposals received after the above date and time will be returned unopened.**

All Proposals must be submitted in complete original form along with three (3) additional copies. An authorized individual using an unduplicated original signature is required to sign the proposal Signature Page. No faxed or emailed proposals will be accepted. Proposals must be sealed and marked "**Elevator Service Proposal**".

### **Opening of Proposals**

The proposals will be publicly opened at 2:05 p.m., September 28, 2016 in: Facilities Dept., Room 1370, 400 North 4th Street, La Crosse, WI 54601. At that time, the names of vendors who properly submitted proposals will be announced. Announcement of the names of the vendors who submitted proposals is not a guarantee that the proposals otherwise comply with the specifications of this RFP.

### **Ownership of Proposals**

All proposals submitted on time become the property of La Crosse County upon submission, and the proposals will not be returned to the Vendors. By submitting a proposal, the Responder agrees that La Crosse County may copy the proposal for purposes of facilitating the evaluation.

### **Other Information**

Vendors may submit any other information that is not described in this proposal that would be beneficial to La Crosse County. If in the vendor's opinion the County has overlooked anything material or relevant, such item(s) may be brought to the County's attention and be included in the proposal.

### **Amendments to the RFP**

In the event it becomes necessary to amend, alter or delete any part of the RFP, changes to the RFP will be posted on the website. The address is: <http://www.co.la-crosse.wi.us/RFP/default.htm>

### **Final Selection**

The final vendor selection shall be made by the Public Works and Infrastructure Committee at their regular monthly meeting held on October 10, 2016.

### **Other information**

- A. La Crosse County reserves the right to reject any and all proposals or portions thereof without stated cause. La Crosse County shall be free to allocate said proposals in any way most advantageous to the County.**
- B. La Crosse County reserves the right to re-issue any requests for proposals or bids.**

- C. Upon the final selection of a vendor, the County by its proper officials, employees, or agents shall attempt to negotiate and enter into a contract or agreement with the vendor. If the County cannot, for any reason, agree-on or enter into a contract with the final vendor; the County reserves the right to attempt to enter into a contract with the vendor who has the next most viable proposal or bid. The County may also elect to reject all proposals or bids and re-issue a request for proposal or bid.
- D. La Crosse County reserves the right to cancel any contract for failure of the successful bidder to comply with the terms, conditions, and specifications of this request and/or contract.
- E. Clarification of proposals: La Crosse County reserves the right to obtain clarification of any point in a vendor's proposal or obtain additional information.

## **Proposal Evaluation**

- A. Each vendor must submit a list of (3) three references that are currently contracted with the vendor, including the name of the facility, address, contact person, and phone number.
- B. La Crosse County reserves the right to award this contract not necessarily to the vendor with the lowest cost, but to the vendor that demonstrates the best ability to fulfill requirements of the RFP and needs of La Crosse County.
- C. The County reserves the right to waive any formalities, defects, or irregularities in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the County.
- D. The County reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the vendor.

## **Qualifications**

To be considered for an award of this contract, the following minimum qualifications must be met, fully outlined and explained in your proposal:

- A. The vendor must be organized for the purpose of providing elevator maintenance.
- B. The vendor must have current resources and personnel to provide elevator maintenance service.
- C. The vendor must show evidence of their ability to provide insurance requirements specified herein.
- D. The vendor must have a central office that is capable of providing satisfactory provision of services and support.

## **Introduction**

La Crosse County has 17 elevators that are located within 6 buildings. There are 3 County buildings located in downtown La Crosse within a 4-block area. The other 3 buildings are Hillview Healthcare Center, Hillview Terrace and Carroll Heights; all are located on the south side of La Crosse.

La Crosse County seeks a contract for a period of 36 months with a tentative planned commencement date of 01/01/2017 and ending 12/31/2020.

# Scope of Work

## A. Service Requirements

The selected vendor will provide monthly maintenance, examination, and inspection of elevator units specified below. This includes all inspections, tests and reports required by the State of Wisconsin. This also includes signal devices, oiling and cleaning mechanisms, motor and controller adjustments, greasing or oiling bearings and guides and other necessary minor adjustments.

## B. Hours of Service

The selected vendor will perform all monthly inspections between the hours of 8 am and 5 pm, Monday thru Friday. The selected vendor is expected to provide emergency service calls 24 hours per day, 7 days per week for the duration of the contract.

## C. Location of Buildings

<u>Location of Buildings</u>	<u>Address</u>	<u>Quantity / Type of Elevators</u>
Administrative Center	212 North 6 <sup>th</sup> Street La Crosse, WI	2 – Schumacher Hydraulic Passenger *
Health and Human Services	300 North 4 <sup>th</sup> Street La Crosse, WI	3 – Minnesota 1 – Schumacher Hydraulic Passenger *
Law Enforcement Center	333 Vine Street La Crosse, WI	4 – Dover Passenger 4 – Schumacher Hydraulic Passenger
Hillview Health Facility	3501 Park Lane Drive La Crosse, WI	1 – Dover Freight
Hillview Terrace	3503 Park Lane Drive La Crosse, WI	1 – Dover Passenger
Carroll Heights	3505 Park Lane Drive La Crosse, WI	1 – Otis Traction

\*Service will start December 1, 2017

(Note: Hillview Health Care Center, Carroll Heights and Hillview Terrace buildings are connected.)

## D. Proposal

The Proposal amount is to be broken down into these 5 areas:

1. Cost of the monthly maintenance
2. Cost per call for calls during normal working hours: 8 am to 5 pm
  - a. Will the County be charged for travel time to the site?
3. Cost per hour for afterhours emergency calls: 5pm to 8 am
  - a. Will the County be charged for travel time to the site?
4. Response time to site for call-in during normal business hours – 8 am to 5 pm?
5. Response time to site for call-in during afterhours - 5 pm to 8 am?

The 6 County buildings are to be broken into 2 groups for cost purposes. For each group below provide responses for the 5 questions above.

**Group 1**

Administrative Center  
Health and Human Services  
Law Enforcement Center

**Group 2**

Hillview Health Facility  
Hillview Terrace  
Carroll Heights

Vendors may set up times to look at elevators at any of the buildings before submitting a proposal.

**General Specifications**

- A. Insurance:** Vendors must provide proof via an insurance certificate or other written documentation of the following levels of insurance. These levels of insurance must remain in effect during the entire term of the contract. Comprehensive Liability Insurance = \$1,000,000.00
- B. Standards:** Elevator maintenance services shall be provided in accordance with all State of Wisconsin and Federal laws and regulations.
- C. Termination:** Either party may terminate the contract, for any reason by providing notice of said termination to the other party, in writing, 60 days prior to the proposed termination date.
- D. Miscellaneous:** If in the vendor's opinion the County has overlooked anything material or relevant, it is asked these item(s) be brought to our attention and be included in the proposal.
- E. Contract:** The new contract for the 2 (two) Schumacher elevators located in the Administrative Center and the 1 (one) Schumacher elevator located in the Health & Human Services Building will start December 1, 2017, upon expiration of the existing warranty period.

**Summary of Requirements Necessary to Respond to this RFP**

- A. Completion of Elevator Proposal Bid Form.
- B. List of three (3) references currently being served.
- C. Must provide proof of insurance requirement that is part of this RFP.
- D. Completion of Signature Page.

**LA CROSSE COUNTY  
ELEVATOR CONTRACT PROPOSAL BID FORM**

TO: Facilities Dept. – La Crosse County  
400 N. 4<sup>th</sup> Street, room 1370  
La Crosse, WI 54601

**Proposals close at 2:00 p.m., Wednesday, September 28, 2016.**

Proposals will be opened at 2:05 p.m. on the same date and location.

**PROPOSAL**

(A Corporation)  
(A Partnership)  
(An Individual)

\_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)  
hereby agrees to provide services per specifications for a three-year period for the firm, non-adjustable monthly rate, effective January 1, 2017, unless stated differently:

**Group 1**

Administrative Center \$ \_\_\_\_\_ per month, effective 12/1/2017  
Health and Human Services  
3 – Minnesota \$ \_\_\_\_\_ per month  
1 – Schumacher Hydraulic \$ \_\_\_\_\_ per month, effective 12/1/2017  
Law Enforcement Center

**Group 2**

Hillview Health Facility \$ \_\_\_\_\_ per month  
Hillview Terrace \$ \_\_\_\_\_ per month  
Carroll Heights \$ \_\_\_\_\_ per month

Labor rate for call-in during normal working hours, 8 am to 5 pm: \$ \_\_\_\_\_ per hour

Will the County be charged for travel time to the site during regular hours? \_\_\_\_\_

Response time to site for call-in during normal working hours 8 am to 5 pm? \_\_\_\_\_

Labor rate for emergency call-in during afterhours - 5 pm to 8 am \$ \_\_\_\_\_ per hour

Will the County be charged for travel time to the site during after hours? \_\_\_\_\_

Response time to site for call-in during afterhours – 5 pm to 8 am? \_\_\_\_\_

The request for proposals requires vendors to provide emergency service 24 hours per day, 7 days a week, and 365 days per year. Where does the technician(s) reside who will be responsible for servicing La Crosse County? \_\_\_\_\_

Person to contact for questions in regard to this proposal: James M. Speropulos, 608-785-9770.

**VENDOR SIGNATURE FORM**

Description of Bid or Proposal: \_\_\_\_\_

Name of Vendor: \_\_\_\_\_

Legal Name of Vendor: \_\_\_\_\_

Street Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

The above information is true and correct to the best of my knowledge.

La Crosse County reserves the right to accept or reject any or all proposals without stated cause.

La Crosse County may allocate said proposals in any way most advantageous to the County.