



Request For Proposal
Service Agreement for Vertical Transportation
Equipment

RFP # 060105VTE

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Table of Contents

Section

| | |
|------------|------------------------------|
| Section 1. | General |
| Section 2. | Statement of Work |
| Section 3. | Proposal Information |
| Section 4. | General Terms and Conditions |
| Section 5. | Appendixes A |

Service Agreement for Vertical Transportation Equipment

Section 1

General

- 1.0 **Scope:** This specification describes services to all vertical transportation equipment listed in appendix A. Services include, but are not limited to maintenance, repair, emergency response, corrective work, tests and post inspection remediation work.
- 2.0 **Contract Term:** This service shall be for a period of 5 years beginning on June 1st 2005 and ending on May 31st 2010. Contract may be extended for an additional 2-year period, provided both parties agree in writing to do so, prior to expiration date. Any extensions shall be at the same terms and conditions, plus any approved changes.
- 3.0 **Definitions:** The following terms and phrases shall have the meanings assigned unless the contract indicates a contrary meaning or definition.
- 3.1 **Acceptable Quality Level** – The level of service below which the contract will not be paid or damages may be assessed.
 - 3.2 **Addendum** – A modification of the specifications issued by the Owner and distributed to prospective respondents prior to the opening of proposals.
 - 3.3 **Contract** – Consists of the Request for Proposal, any addenda, the successful respondent's response, and the purchase order.
 - 3.4 **Contract Administrator** – The individual(s) designated by the Owner and identified in the purchase order as authorized to represent the Owner during the term of the contract.
 - 3.5 **Coordinator** – Individual(s) designated by the contract administrator to monitor and inspect the performance of the work during the term of the contract.
 - 3.6 **Contractor** – The individual, partnership, or corporation whose proposal is accepted and who enters into contractual agreement with the Owner.
 - 3.7 **Owner** – Wesleyan University
 - 3.8 **Request for Proposal** – The written notice inviting the submission of proposals for the specified requirements.
 - 3.9 **Respondent** – Any individual, partnership or corporation submitting a proposal.
 - 3.10 **Submittal Instructions** – The section describing the method of preparing and submitting proposals and of awarding the contract together with other information of value to prospective respondents.

Section 2

Statement of Work

4.0 **Service Requirements:** The contractor will routinely, professionally and methodically maintain, inspect, adjust, lubricate and repair, all equipment related to the vertical transportation machines listed in appendix A. Wesleyan University will stipulate no specific requirements in regards to frequency, method or technology used to maintain, service, adjust and repair the equipment. The respondents will be expected to select appropriate methods, frequency and technology to maintain the acceptable quality level of all vertical transportation equipment covered by this agreement. Replacement parts will be the responsibility of contractor if, in the judgment of contractor and in agreement with Owner, necessitated by normal wear and tear. Contractor will not be responsible for acts of vandalism or otherwise abusive treatment to equipment in appendix A. The following is a list of maintainable items, but does not limit the contractor's responsibility if a particular part or piece of equipment is not listed and is a functional apparatus on any of the vertical transportation units in appendix A: Controller cabinet, machine room connection board, safety relay assembly, LCE CPU board, hydraulic level shifter board, power supply, transformers, contactors and contactor panels, by-pass switches, relays, and relay panels, motors and motor starters, fuses and accessories, selectors, dispatcher, timers, resistors, enclosures, pumps, power transmission equipment, valves, strainers, mufflers and gaskets, piping, fittings, jack packing and accessories, hydraulic fluid, heating and cooling apparatus (designed by elevator manufacturer exclusively for purposes related to equipment function), insulation, anti-vibration devices, car panels and connection boards, car operating board, top inspection station, floor leveling apparatus, switch trees and floor controllers, electrical wiring, conduits and ducts (internal to machine functions, not field wiring), traveling cables and hoist-way outlets, car buffers, limits, landing and slow-down switches, guide rails, gibs, and rollers, automatic door openers, hoist-way and car door hangers and contacts, all door openers safeties and related equipment, micro-switches, chains, retiring cam, interlocks, guide shoes, sheaves, rollers, sprockets, housekeeping of machine rooms, pits areas and hoist-ways, lamps, push button and other types of car panels, fireman's service equipment, tensioning devices, solid state components, dynamic braking equipment, controls and devices, armature filters, worms, gears, thrusts, bearings, rotating elements, brake magnet coils, brushes, brake shoes, linings, pins, deflectors, counterweight buffers and safeties, over-speed governors and tension devices, rectifiers, door operators and all related equipment, hall push button stations, position indicators, lobby control panels, lubrication of all friction and tension related devices.

4.1 **Safety:** Under no circumstances will the safety of any vertical transportation equipment covered in this contract be sacrificed, ignored or go unreported. If any equipment covered under this agreement is suspected of or shows external or internal signs that put the users or equipment at risk, it is to be shut down, locked out and repaired as soon as possible. All local, State and Federal regulations pertaining to safety of vertical transportation equipment, OSHA

general industry guidelines and any other authorities having jurisdiction over life and equipment safety will be strictly enforced. Contractor must provide their company's safety policy and all related documents in response to this RFP.

- 4.2 **Equipment, Parts and Lubricants:** Contractor will use only OEM's specifications or equivalent.
 - 4.3 **Emergency Response:** Contractor will provide service within one hour or less for emergency calls such as entrapments.
 - 4.4 **Routine Response:** Contractor shall respond to all calls for routine service or equipment failures, reported before 12:00pm, on the same business day. If contractor is unable to respond in stated time frame, contact must be made with Coordinator, Contract Administrator or Work Order department. Completion of work before the end of that day is not necessarily mandatory, depending on magnitude of repair.
 - 4.5 **Conduct:** All technicians and representatives of the contractor are expected to be polite, courteous, professional, respectful of others and dressed in such a way as to display the company they represent while on campus. Wesleyan University ID badges will be provided to contractors representatives and technicians.
 - 4.6 **Communication:** Contractor shall provide a reporting system to alert Owner of all work or inspections related to the equipment covered in the contract. Written documentation of service calls, person placing call, time, date, responding technician, action taken and comments will be provided, either electronically or paper documents.
 - 4.7 **Performance:** All work, conduct, safety and business administration are expected to be of the highest quality and industry standards.
 - 4.8 **Inspections:** Contractor will respond to and correct all serviceable items covered in this agreement that are found unacceptable by State of Connecticut Elevator Inspector and other representatives of the Department of Public Safety. Wesleyan University will fulfill its obligation to the same party.
 - 4.9 **Machine Rooms:** Contractor will be responsible for machine rooms in their entirety. All auxiliary equipment such as sump pumps, air conditioners, dehumidifiers, lights, etc. that are integral or support the proper operation of the operation of the vertical transportation equipment, are the responsibility of Contractor.
 - 4.10 **Fire Safety Equipment:** Contractor will provide, at no additional expense to Wesleyan University, support and manpower necessary for the annual routine inspection of all fire safety related equipment associated with vertical transportation equipment.
- 5.0 **Subcontractors:** Subcontractors providing service under the purchase order shall meet the same requirements and level of experience and expertise as those of the respondent. Subcontractors will meet or exceed all expectations mentioned in the RFP. No subcontractor under the purchase order shall relieve the primary respondent of responsibility of service. If the respondent uses a subcontractor for any or all of the work required, the following conditions shall apply under the listed circumstances:

- 5.1 Respondent planning to subcontract all or a portion of the work shall identify the proposed subcontractors.
- 5.2 Subcontracting shall be at the respondent's expense.
- 5.3 Wesleyan University retains the right to check subcontractor's background and make a determination to approve or reject the use of the submitted subcontractors.
- 5.4 The respondent shall be the only contact for Wesleyan University and subcontractors. Respondent shall list a designated point of contact for all Wesleyan University and subcontractors inquiries.

6.0 **Performance Measures:** The contractor's performance will be measured via routine announced or unannounced inspections of all equipment covered in this agreement by a Wesleyan University representative or subcontractor thereof. State Elevator Inspector's report will be considered a performance evaluation by Wesleyan University. Failure to comply with State Elevator Inspectors report and recommendations will be considered a serious violation of agreement. Failure to provide State required tests as and when required such as pressure relief, re-socket hoist ropes and 5-year load tests will constitute serious violations of this agreement and could result in termination. Repeated callbacks for identical, similar or related failures will trigger a review of performance by Coordinator.

Section 3

Proposal Information

1.0 **Schedule of Events:** Wesleyan University reserves the right to change the dates shown below upon written notification.

| <u>Event</u> | <u>Date</u> |
|---|--------------------|
| Issue RFP | 4/18/05 |
| Pre-Proposal Conference (if so desired by both parties) | 5/02/05 |
| Deadline for Submission of Questions (RFI's) | 5/13/05 |
| Deadline for Submission of Proposals | 5/23/05 |
| Award of Contract | 5/31/05 |
| Expected Contract Start Date | 7/01/05 |

2.0 Proposal Requirements

2.1 Submission

- 2.1.1 All proposals shall be received and time stamped at Wesleyan University prior to 12:00pm Eastern Standard Time on the date specified in the Schedule of Events. Late proposals will not be considered under any circumstances and will be returned unopened.
- 2.1.2 Respondents shall insert one (1) original and three (3) copies of the proposal. Pages should be numbered to contain an organized, paginated table of contents corresponding to the section and pages of the proposal.
- 2.1.3 Proposal should be placed in a separate envelope/package and correctly identified with RFP number, submittal deadline/opening date and time. If submitting multiple responses, each response should be placed in a separate envelope and correctly identified with RFP number, submittal deadline/opening date and time. It is respondent's responsibility to appropriately mark and deliver the proposal to Wesleyan University by the specified date.
- 2.1.4 Receipt of all addenda to the RFP should be acknowledged by returning a signed copy of each addendum to the response.
- 2.1.5 Respondents to this RFP are responsible for all costs associated with proposal preparation and delivery.
- 2.1.6 Proposal will be opened at Wesleyan University North College building. Proposals will be received until the date and time established for receipt, then opened. Only the names of the respondents who submitted proposals will be read. Prices and terms will not be disclosed until after contract award.
- 2.1.7 Telephone and facsimile proposals are not acceptable. All submitted proposals become the property of Wesleyan University after the RFP submittal deadline/opening date. Responses submitted shall constitute an offer for a period of ninety (90) days or until selection is made by Wesleyan University.

2.2 **Content:** Below is a summary of requested information. Proposals submitted without this information will be considered incomplete:

2.2.1 Company Description

2.2.2 Ownership

2.2.3 Physical Address

2.2.4 Mailing address

2.2.5 Telephone and Fax and Cellular numbers of company and representatives

2.2.6 Email addresses of company and representatives

2.2.7 Financial Report, including latest annual report and latest quarterly report

2.2.8 Litigation the company has been involved in within the last two (2) years

2.2.9 Safety Policy and Procedure and all related documentation

- 2.3 **Proposed Services:** Provide a detailed description of the proposed maintenance/service agreement. Provide separate sections for each service and material provided. Include communication device(s) intended to provide information to Coordinator or representative thereof, technology used to perform the various tasks and services to the vertical transportation equipment.
- 2.4 **Experience and Qualifications:** Describe services your organization has provided in the past 3 years that demonstrate its ability to carry out the proposed services.
- 2.5 **Compensation and Fees:** Provide a compensation schedule for all services provided in response to this RFP.
- 2.6 **References:** Provide at least 5 references from clients that you've performed similar service as stated in the RFP. Include description, contact names, position, and company name and phone number for each reference.

3.0 Inquiries:

- 3.1 Inquiries shall be submitted in writing to Michael D Conte, Wesleyan University 255 Pine Street, Middletown, CT. 06459.
- 3.2 Upon issuance of this RFP, besides written inquiries, other employees or representatives of Wesleyan University will not answer questions or otherwise discuss the contents of the RFP with any potential vendor or representative thereof. Failure to observe and respect this restriction may result in disqualification.