

**REQUEST FOR PROPOSAL
(RFP)
ELEVATOR MODERNIZATION**

City of Riverside, Ohio
Department of Development
5200 Springfield Street, Suite 100
Riverside, Ohio 45431

Due Date
May 14, 2021
4:00 p.m.

The City of Riverside Request for Proposal (RFP) process has been adapted to follow the mandatory safety protocols in response to the Pandemic and meet the City Ordinance requirements (Ordinance 06-O-351,139.16).

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PART I - GENERAL INFORMATION

A. Introduction

The City of Riverside is seeking the services of a qualified business to perform the modernization of one elevator in an office building. The City and selected contractor will enter into a contractual agreement to modernize a 1974 Westinghouse Electric Company, vertical service elevator that serves three floors at the Wright Point Office Park.

The expected work will include the mechanical and electrical components being replaced, refurbished or retained, the removal and disposal of elevator components not being used in the modernization, the supply and installation of new components, a list of updates required in the elevator mechanical room per the Code as mandated by the State of Ohio, Department of Commerce, Division of Industrial Compliance, a minimum one-year warranty, a value engineering (VE) review, IT requirements, and all other work necessary to provide a fully functional and safe State of Ohio certified elevator.

B. Instructions To Bidders

1. Description of Work:

The work consists of providing all labor, materials, equipment and supervision for the Elevator Modernization project at 5200 Springfield Street, Wright Point Office Park, Riverside, Ohio. The Scope of Work is outlined in **PART II** and within the bid documents.

2. Communication and Elevator Evaluation

In consideration of the current health and safety protocol provided by the Center for Disease Control, the State of Ohio and the Montgomery County Health Department for public gatherings, all contractors receiving the RFP packet are **required** to reply to Lori Minnich, lminnich@riversideoh.gov, to provide an email address to receive addenda (if issued), any essential communication regarding the RFP and to schedule an onsite visit to evaluate the elevator and controls room.

- a. The elevator evaluations will be scheduled on:

Tuesday, May 4, 2021 and Wednesday, May 5, 2021, between 9:00-5:00 p.m.

The Community Development Director, Gary Burkholder, will be the direct contact for the City throughout the project.

3. Receipt of Bids

Contractors will review the RFP specifications carefully and return by the due date, **Friday, May 14, 2021, at 4:00 pm**. The sealed bids will be mailed or delivered to the City of Riverside, 5200 Springfield Street, Suite 100, Riverside, Ohio 45431. Hand-delivered packets will be placed in the blue document box next to Suite 100. The sealed envelope will be **clearly** addressed on the front:

City of Riverside
RFP - Elevator Modernization 2021
ATTN: Community Development Director
Business Name
Business Address
First and Last Name of Respondent

- a. **DO NOT PLACE THE EMAIL ADDRESS ON THE ENVELOPE.** Email addresses are requested on the bidder's signature page. Submissions without an EMAIL address will be considered incomplete and returned.
- b. All proposals received on or before the due date will be publicly opened and recorded on the due date. No immediate decisions will be rendered.

4. Bid Submission Form

- a. Proposal bids shall be submitted on the forms furnished in the packet. Submit two hard copies and one flash drive as a PDF document of the RFP: one clearly marked 'ORIGINAL' and must contain a hand-written signature of an authorized representative of the Bidder. One copy may be a photocopy.
- b. Documents will be retained as the property of the City.
- c. Alterations to the required forms or conditional submissions will not be accepted.

5. Subcontractors

- a. The Bidder is specifically advised that any person, firm or other party to whom it is proposed to award a subcontract under this contract must be approved by the City.

6. Qualification of Bidder

- a. The City may make such investigation as deemed necessary to determine the ability and experience of the Bidder to perform the work. The Bidder shall furnish to the City all such information and data for the purpose as the City may request.
- b. The City reserves the right to not award the contract to any Bidder who does not furnish evidence of prior experience and current capabilities, including the manpower and equipment necessary to enable him to prosecute the required scope of work and to successfully complete the work in a timely manner.

7. Prevailing Wage Rates & Tax Exemption

The project will not require prevailing wage rates to be applied. The City is tax exempt.

8. Conditions of the Work

Each bidder is responsible to understand the conditions relating to the scope of the project and the employment of labor therein. Failure to do so will not relieve a successful bidder of the obligation for all material and labor necessary to complete the Contract provisions.

9. Proposal Conditions

- a. The City of Riverside reserves the right to reject any or all bids, to waive any informalities and to award the bid or bids to the lowest and/or best qualified bidder deemed to be in the best interest of the City.
- b. The Bidder is properly qualified to carry out the obligations of the Contract and to complete the work contemplated therein.
- c. Conditional bids will not be accepted.
- d. The City reserves the right to request additional information from any or all contractors.
- e. The City reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested within RFP.
- f. The City reserves the right to determine whether the scope of the project will be entirely as described in the RFP, a portion of the scope, or a revised scope be implemented.
- g. The City reserves the right to select one or more contractors to perform services.

10. Laws and Regulations

All applicable State laws, Municipal Ordinances, and the rules and regulations of all authorities having jurisdiction over the modernization project shall apply to the Contract throughout and they will be deemed to be included in the Contract the same as if written.

11. Clarification or Questions

All questions regarding this RFP shall be submitted to lminnich@riversideoh.gov. Phone calls will not be accepted. Questions will be accepted and answered in accordance with the terms and conditions of this RFP. All questions shall be submitted on or before Monday, May 10, 2021 by 5:00 p.m. and should include one of the following headings: Scope of Work, Proposal Content, RFP Process and Compliance, Other.

12. Addendum

All interpretations, corrections, or additions to this RFP will be made only as an official addendum. The contractor is responsible to ensure they have received all addenda before submitting the proposal. Any addendum issued by the City shall become part of the RFP, and must be incorporated in the proposal where applicable.

Contractors will receive all addenda via a blind carbon copy email.

13. Schedule: The following schedule is for information purposes only and is subject to change at the City's discretion.

<u>RFP Process</u>	<u>Anticipated Date</u>
Written Question Deadline	May 10, 2021, 10:00 a.m.
Addenda Published (if needed)	May 11, 2021
Proposal Due Date	May 14, 2021, 4:00 p.m. (Local Time)
Notice of Negotiations/Award	TBD

PART II – SCOPE OF WORK

The contractor will compete all work and make recommendations on the elevator components, with specialized expertise and the highest level of integrity for safety.

A. Component Recommendations

The Contractor will provide recommendations for the components to be replaced or refurbished: Controller, Power Unit, Jack, Car, Hoist Way, Pit, Door Equipment, Car Fixtures, Hall Fixtures, Cab-Interior Upgrades, Recommended Add-Ons.

B. Refurbishment of Retained Equipment:

Where recommendations call for components to be retained and refurbished, retained Components should be examined, and if required, cleaned, lubricated, adjusted and any worn or defective parts replaced as part of the modernization scope of work.

C. Removal and Disposal of Materials

The Contractor shall include all necessary labor, material, hoisting, rigging, and cartage for the removal of all unused and abandoned equipment both directly and indirectly related to the modernized elevators. This equipment shall be removed from the premises and become the property of the Contractor unless previously determined otherwise by the owner. All equipment, materials, oils, lubricants and cleaning compounds shall be properly disposed of by the Contractor in accordance with all the hazardous waste regulatory requirements and environmental standards of the State of Ohio and local regulations.

There is space for an onsite dumpster near the building (to be supplied by the Contractor).

D. Additional Work

1. Refurbish Cab Interiors

The Contractor shall provide individual pricing to refurbish the cab interiors of each elevator. Pricing shall include all products and labor to complete the cab interior refurbishment.

2. Machine Room

The contractor will provide an estimate for upgrades to the Machine Room required by the State of Ohio, Department of Commerce, Division of Industrial Compliance.

3. Cost: Provide pricing (if required) after the evaluation:

- a. hydraulic plunger
- b. cylinder replacement

4. Two Year Full Maintenance/Inspection Services Contract

The Contractor shall provide a total Bid for all maintenance, repair and inspection services for the elevators for an additional two years beyond the one-year requirement in the scope off work portion of the proposal.

E. Existing Elevator: The following table represents the specifics of the Existing Elevator.

Existing Elevator	Wright Point Office Park
Location	5200 Springfield Street
State of Ohio ID#	27380
Original Installation Date	1985
Manufacture Date	1974
Manufacture	Westinghouse
Controller Model	GAL
Past Equipment Upgrades	NA
Elevator Usage	Passenger
Elevator Type	Hydraulic
Class Loading	Class A
Rated Capacity	3000 lbs.
Rated Speed	150 FPM
Floors Served	1,2,3
Stops/Openings	3 Stops, 3 Front Openings
Entrance Opening Size	36" x 84" (2SSO)
Operation	GAL
Power Characteristics	400V
Horsepower	30HP
Shaft Construction	Masonry

PART III - MINIMUM INFORMATION REQUIRED

The Bidder will cite detailed experience and organize the Proposal as follows:

PROPOSAL FORMAT

- A. Contractor Qualifications
- B. Past Involvement with Similar Modernization Projects
- C. Proposed Equipment; refurbished or replaced
- D. Fee Proposal
- E. Attachments

The following describes the elements that should be included in each proposal section and the weighted point system that will be used for evaluation of the proposals.

PROPOSAL EVALUATION

The following describes the criteria and the weighted point system used for evaluation of the proposals.

A. Criteria

1. The bidder's experience as provided in the Contractor's qualifications.
2. The bidder's financial condition; including performance and bid bond capacity, and the correlation between the amount and size of the project to the financial ability and size of the bidder.
3. The bidder's conduct and performance on previous contracts with either the City or other governmental entities.
4. The bidder's facilities, management skills and ability to execute the contract promptly.
5. The amount of the bid in relation to an engineer's estimate; the bidder's history, if any, of submitting artificially low bids to secure contracts and then failing to complete work, demanding change orders and/or factors indicating a practice of submitting deceptively low bids.

B. Contractor's Qualifications – 20 points

Provide the following information with details:

1. State the full name and address of your organization and, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. Corporations must be licensed to operate in the State of Ohio.
2. Include the name and qualifications of key personnel that will be involved in the project. Include the name of any subcontractors, their qualifications, and a description of their involvement in the project.
3. State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details that make the firm uniquely qualified for this work.

C. Completion of Similar Projects – 20 points

1. The written proposal must include a list of specific experience in elevator modernization projects, preferably projects of similar size.

2. Provide three client references for similar projects recently completed, including the firm/agency name, address, telephone number, email,, project title, and contact person.

D. Proposed Equipment – 20 points

1. Provide the completed Elevator Replacement Equipment Checklist; **Attachment A** .
2. Include a comprehensive listing of the proposed equipment to be used in the project: manufacturer, model and standard warranty information.

E. Fee Proposal - 40 points

1. The Bid Proposal must be completed: **Attachment B**.

F. Selection Committee

1. The selection committee will evaluate each proposal by the above-described criteria and point system.
2. The City reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested for evaluation. A proposal with all the requested information does not guarantee the proposing firm to be a candidate for an interview. The committee may contact references to verify material submitted by the contractors.
3. The committee and the preferred firm will meet to discuss value engineering opportunities, final scope of work changes and final fee negotiations leading to a recommended award of a contract by City Council.
4. The City will determine whether the final scope of the project to be negotiated will be entirely as described in this RFP, a portion of the scope, or a revised scope.
5. Work to be done under this contract is generally described through the detailed specifications and must be completed fully in accordance with the contract documents.
6. Any proposal that does not conform fully to these instructions may be rejected.

PART IV – GENERAL CONTRACT CONDITIONS

General conditions stated below are examples of content that may be included in the service Agreement between the City and the contractor:

Section 1. Cost Liability

The City of Riverside assumes no responsibility or liability for costs incurred by the contractor prior to the execution of a Standard Contract. The liability of the City is limited to the terms and conditions outlined in the Contract. By submitting a proposal, the contractor agrees to bear all costs incurred or related to the preparation, submission, and selection process for the proposal.

Section 2. Debarment

Submission of a proposal in response to this RFP is certification that the Respondent is not currently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal departments or agency. Submission is also agreement that the City will be notified of any changes in this status.

Section 3. IRS Form W-9

The selected contractor will be required to provide the City of Riverside an IRS form W-9.

Section 4. Schedule and Order of Completion

Schedules showing the order in which the Contractor proposes to complete the work with the start date, estimated date of completion for each part of the project, and important milestones within the several parts.

Section 5. Familiarity with Work

The Bidder or its representative shall complete an evaluation of the existing elevator and shall determine with complete satisfaction the conditions to be encountered, the nature of the project, the difficulties involved, and all other factors affecting the work proposed under this Contract.

Section 6. Materials and Labor

Unless otherwise stipulated, the Contractor shall provide and pay for all materials, labor, tools, equipment and transportation, and other facilities necessary or used for the execution and completion of the work. Unless otherwise specified, all materials incorporated in the permanent work shall be as recommended as replaced or refurbished and both workmanship and materials shall be of the highest quality. The Contractor shall, if required, furnish satisfactory evidence as to the kind and quality of materials.

Section 7. Permits and Regulations

The Contractor must secure and pay for all permits, fees and licenses necessary for the execution of the project.

Section 8. Protection of the Public and of Work and Property

The Contractor is responsible for the means, methods, sequences, techniques and procedures of safety programs associated with the work contemplated by this contract. The Contractor, its agents or sub-contractors, shall comply with the 'General Rules and Regulations' and to all other local, State and Federal laws, ordinances, rules and regulations pertaining to safety of persons and property.

Section 9. Project Supervision

The Contractor shall have on the work site, a competent project manager and any additional support personnel necessary for the project completion. The Project Manager will provide updates to the City Community Development Director as outlined in the final service agreement.

Section 10. Changes in the Work and Project Timeline

The City may make changes to the general scope of the Contract at any time by a written order and without notice to the bonds. All changes altering the contract terms, cost, and project deadline, the City will contact the Contractor immediately and the contract will be adjusted accordingly.

Section 11. Claims for Extra Cost

No additional compensation will be provided for additional equipment, materials, personnel, overtime or special charges required to perform the work without approval from the City Community Development Director.

Section 12. Acceptance and Final Payment

Upon receipt of written notice that the work is ready for final inspection and acceptance, and the City is satisfied the work has been completed per the contract agreement and conditions of the Contract, the entire balance found to be due the Contractor, including the retained percentage, shall be paid to the Contractor by the City within 30 days after the date of the final certificate.

Section 13. Suspension, Delays and/or Termination of Work

The City may at any time suspend, delay or terminate the work with written notice; terms and circumstances fully detailed in the Service Agreement.

Section 14. Work and Warranties

The Contractor assumes full responsibility for any and all materials and equipment used in the construction of the work and may not make claims against the City for damages to materials and equipment from any cause except negligence or willful act of the City. Until its final acceptance, the Contractor shall be responsible for damage to or destruction of the project (except for any part covered by Partial Completion and Acceptance).

Section 15. Contractor's Insurance

Insurance Requirements: Workers' Compensation Insurance, Employers Liability Coverage, Commercial General Liability Insurance, Motor Vehicle Liability Insurance. The City reserves the right to require additional coverage and/or coverage amounts as may be included from time to time in the detailed specifications for the project.

Section 16. Surety Bonds

Bonds will be required and shall be executed on forms supplied by the City in a manner and by a Surety Company authorized to transact business in Ohio and satisfactory to the City Attorney.

Section 17. Damage Claims

The Contractor shall be held responsible for all damages to property of the City or others, caused by or resulting from the negligence of the Contractor, its employees, or agents during the progress of or connected with the execution of the work, whether within the limits of the work or elsewhere on the City property.

Section 18. Assignment

Neither party to the Contract shall assign the Contract without the written consent of the other. The Contractor may assign monies due to it to a third party acceptable to the City.

Section 19. Rights of Various Interests

The Contractor is responsible to coordinate all aspects of the work, including coordination of, and with, utility companies and other contractors whose work impacts this project.

Section 20. Subcontracts

The Contractor shall not award any work to any subcontractor without prior written approval of the City. The approval will not be given until the Contractor submits to the City a written statement concerning the proposed award to the subcontractor. The statement shall contain all information the City may require.

Section 21. Storing Materials and Supplies

Materials and supplies may be stored at the site of the work at locations agreeable to the City unless specific exception is listed elsewhere in these documents. The Contractor may not enter or occupy with agents, employees, tools, or material on any private property without first obtaining written permission from its owner.

Section 22. Evening and Weekend Work

Evening and weekend work can be schedule with the City if required by the Contractor under special circumstances.

PART V – ATTACHMENTS

Attachment A: Elevator Replacement Equipment Checklist

Attachment B: Bidder's Proposal

Attachment C: Bid Guarantee And Signature Of Bidder

Attachment D: Statement of Non-Collusion

ATTACHMENT A Elevator Replacement Equipment Checklist

COMPONENT LOCATION	
Machine Room Components:	5200 Springfield Street (Hydraulic)
- Controller and Drive (soft start)	
- Hydraulic Power Unit	
- Machine Assy., Sheave, Brake	
- Machine Motor	
- Rope gripper/sheave brake/etc.	
- Hoist Ropes	
- Governor	
- Governor Rope	
- Fireman Service	
- Equipment Guards	
- Generator or Aux. Power Supply	
- Mainline Disconnects	
- Car Light Disconnects	
- GFCI Outlets & Lighting	
- HVAC	
- Machine Room Sprinklers	
- Smoke Detectors	

Hoistway Components:	5200 Springfield Street (Hydraulic)
- Main Guide Rails	
- Counterweight Guide Rails	
- CWT Roller Guides	
- Counterweight Frame	
- Deflector Sheaves	
- Compensation	
- Hoistway Wiring	
- Traveling Cables	
- Position/Leveling Devices	

Entrance Components:	5200 Springfield Street (Hydraulic)
- Hoistway Door Interlocks	
- Hoistway Door Closers	
- Door Relating Mechanism	
- Hoistway Door Tracks	
- Door Hangers & Rollers	
- Hoistway Door Restrictors	
- Hoistway Door Sills	
- Hoistway Door Frames	
- Hoistway Door Panels	
- Hoistway Door Gibbs	
- Hoistway Door Sight Guards	
- Hoistway Door Astragals	
- Fascia & Dust Covers	
- Door Unlocking Devices	
- Floor ID Jamb Plates	

Pit Components:	5200 Springfield Street (Hydraulic)
- Car Buffers	Retain
- Counterweight Buffers	N/A
- Governor Tail Sheave	N/A
- Compensation Sheave	N/A

- Stop Switches	Provide New
- Lighting & GFCI Outlets	Provide New
- Sump Pump	N/A
- Sprinklers	N/A
- Pit Access	Retain
- In-Ground Hydraulic Cylinder	Review

Car Components:	5200 Springfield Street Hydraulic
- Car Frame	
- Car Safety	
- Car Platform	
- Load-weighing Device	
- Car Roller/Slide Guides	
- Top of Car Control Station	
- Top of Car Exit Contact	
- Car Top Handrails	
- Car Top Lighting and Outlets	
- Car Door Tracks	
- Car Door Hanger	
- Car Door Contacts	
- Car Door Operator	
- Car Door Panel(s)	
- Car Door Gibbs	
- Car Door Protective Device	
Car Enclosure Components:	5200 Springfield Street
- Cab Shell	
- Cab Wall Panels	
- Cab Handrails	
- Returns and Transoms	
- Cab Ceiling	
- Cab Lighting	
- Cab Emergency Lighting	
- Cab Ventilation Fan	
- Cab Flooring	
- Cab Subflooring	
- Cab Card Readers	
- Cab Cameras	

Operating Signal Components	5200 Springfield Street Hydraulic
- Main Car Stations	
- Car Position Indicator	
- In-Car Lanterns	
- Alarm Bell	
- 2-Way Communication	
- Verbal Annunciation	
- Floor Passing Tone	
- Hall Push Buttons	
- Hall Lanterns	
- Hall Position Indicator at Main Floor	
- Hoistway Access Switches	
- Lobby Smoke/Heat Detectors	
- Hall Card Readers	

ATTACHMENT B
Bidder's Proposal

TO _____

Having carefully read and examined the 'Request for Proposals' content in its entirety, addenda issued as shown below, for the project,

ELEVATOR MODERNIZATION, 2021, City of Riverside, Ohio,

the undersigned hereby declares that this bid is made without connection to any other person, company, or parties making a similar RESPONSE and that the BIDDER is in all respects fair and in good faith, without collusion or fraud.

The BIDDER agrees the Total Bid includes all labor, equipment, materials and supervision to complete the Scope of Work.

Elevator Proposal Cost

Machine Room Components	\$ _____
Hoist Way Components	\$ _____
Entrance Components	\$ _____
Pit Components	\$ _____
Car Components	\$ _____
Operating Signal Components	\$ _____
Building Related Work	\$ _____

Elevator Total: \$ _____

Additional Work

Plunger & Cylinder Replacement	\$ _____
Cab Interior Refurbishment	\$ _____
Two Year Full Maintenance Contract	\$ _____

Additional Work Total \$ _____

BID TOTAL \$ _____

(Contractor Signature)

(Date)

The Contractor proposes the time to complete the project is _____ calendar days.
The receipt of the following addenda to the Contract Documents is hereafter acknowledged:

Addendum # _____ Date _____
Addendum # _____ Date _____

ATTACHMENT B
Bid Guarantee And Signature Of Bidder

The Bid(s) stated above is/are guaranteed for the minimum of ninety (90) calendar days from the date of the bid proposal and, if authorized to proceed within that period, the undersigned bidder(s) agree to enter into a Service Agreement, all terms of service aligning with the 'Scope of Work' and contractor completing the work quoted herein at the stated Bid.

NOTE: This project is exempt from sales tax and is not governed by the State of Ohio prevailing wage rates regulations.

STATEMENT BY BIDDER: I, or **We** agree that the Bid amount(s) listed in this proposal shall be valid ninety days (90) from the due date of the Bid Proposal:

BIDDER: _____
(Firm or Corporation)

ADDRESS: _____

BY: _____

ITS: _____ (Official Title)

DATE : _____

END OF BID PROPOSAL