



Request for Proposal

FULL-SERVICE ELEVATOR MAINTENANCE AND REPAIR AND PARTS & SERVICES

Richland – Lexington Airport District West Columbia, SC

ISSUED DATE:	March 10, 2021
ISSUED BY:	Richland – Lexington Airport District 3400 Air Commerce Drive West Columbia, SC 29170
POINT OF CONTACT:	Thomas Tapp, Facilities Manager Email: t.tapp@flycae.com
NON-MANDATORY MEETING:	March 24, 2021, at 1:00 p.m. Columbia Metropolitan Airport - Carolina Room 3250 Airport Blvd, West Columbia SC 29170
QUESTION DEADLINE:	March 31, 2021; no later than 2:00 p.m.
PROPOSAL DEADLINE:	April 7, 2021; no later than 2:00 p.m. Richland – Lexington Airport District Attn: Thomas Tapp, Facilities Manager 3400 Air Commerce Drive West Columbia, SC 29170

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I. Purpose of Request

The Richland-Lexington Airport District (“District”) through this Request for Proposal (“RFP”) invites written proposals from qualified Contractors (“Contractors”) to provide **Full-Service elevator maintenance and repair service and parts for nine Elevators** at the Columbia Metropolitan Airport.

II. INSTRUCTION TO PROPOSERS

- A. Contractors shall submit Three (3) hard copies of their proposal. Proposals must be enclosed in a sealed envelope, box or package, and marked on the outside with the following: DO NOT OPEN – PROPOSAL ENCLOSED, “FULL-SERVICE ELEVATOR MAINTENANCE AND REPAIR SERVICE AND PARTS”, Contractor’s name, address, phone, and primary contact name. Proposals must be delivered to the following address:

Columbia Metropolitan Airport
3400 Air Commerce Drive
West Columbia, SC 29170
Attention: Thomas Tapp, Facilities Manager

- B. All proposals must be delivered by **2:00 p.m. EDT, April 7, 2021**. Requests for extension of time to submit will not be granted. Late proposals will be rejected. Requests to modify or withdraw a proposal after its submission will not be considered. Proposals sent via e-mail or fax will not be accepted.
- C. The opening and reading of a proposal do not constitute the District's acceptance of the Contractor as a responsive and responsible Proposer.
- D. It is the sole responsibility of the Contractor to ensure that the proposal arrives on time and bears the handwritten signature of an officer duly authorized to sign all five copies. The name, address, and telephone number of the person to contact must be identified.
- E. Any questions about the RFP should be directed in writing to:

Thomas Tapp
Facilities Manager
3400 Air Commerce Drive
West Columbia, SC 29170
Email: t.tapp@flycae.com

- F. No proposal may be withdrawn for ninety (90) days after the proposal submission deadline.
- G. Other than with written consent from the Point of Contact, all Proposers, including any persons affiliated with or in any way related to a Proposer, are strictly prohibited from contacting any Commissioners or any District personnel on any matter having to do in any aspect with this RFP after March 10, 2021. Any other contact with such persons associated with the District shall be made only through and in coordination with the Point of Contact and must be made in writing. Prohibitive or inappropriate contacts made by Proposer may result in the disqualification of the Proposer. This requirement will be strictly enforced.
- H. The District may elect to issue addenda to this RFP. All addenda will be posted on the District website at the following URL:

<https://flycae.com/procurement-bids/>

- I. Submission of a proposal establishes a conclusive presumption that the Contractor is thoroughly familiar with the Request for Proposal (RFP) and that the Contractor understands and agrees to abide by all of the stipulations and requirements contained therein.
- J. All notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and corrections must be initialed in ink by the person(s) signing the Proposal Form.
- K. All costs incurred in the preparation and presentation of the proposal are the Contractor's sole responsibility; no costs will be reimbursed to any Proposer.
- L. All documentation submitted with the proposal will become the property of the District.
- M. Proposals are to be submitted as outlined below:
 - 1. Proposer Questionnaire
 - 2. References
 - 3. Annual Price Escalation
 - 4. Proof of Insurance Coverage
 - 5. Certification
 - 6. Proposal Form
 - 7. Acknowledgment of Addendum
- N. The District reserves the right to cancel any or all solicitations, in whole or in part, as well as reject any or all proposals, or to accept or reject any proposal in part, and to waive any minor informality or irregularity in proposals received if it is determined by the Executive Director or his designee that the best interest of the District will be served by so doing. If the solicitation is canceled or all proposals are rejected by the District, a notice will be posted on the District website as identified for the posting of addenda. A proposal will not be considered from any person, firm, or corporation that is in arrears or default to the District on any contract, debt, or other obligation, or if the Proposer is debarred by the District from consideration for a contract award.
- O. Proposals are subject to public disclosure after the final ranking per state law. All information contained in any submitted bid, request for proposal, or request for qualifications document to the District will be available for public review upon Freedom of Information Act (FOIA) request. All Contractors are hereby advised that any information that they may consider to be confidential or proprietary and would give a competitive advantage if disclosed, should be identified, along with a statement as to whether or not a claim of confidential or proprietary privilege is being asserted. If such information is later sought by an FOIA request, the Contractor will be allowed to justify its claim of privilege and the District will assess the validity of the said claim in advance of any release.
- P. In the event a contract is entered into according to this RFP, the Contractor shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin, or ancestry. The Contractor must include in all subcontracts a provision similar to the above.
- Q. Any ambiguity in any proposal as a result of omission, error, lack of clarity, or non-clarity by the Contractor with this RFP, instructions, and all conditions of the submission shall be interpreted in the light most favorable to the District.

R. The District has set the following schedule :

<u>Action Item</u>	<u>Date</u>
Request for Proposal Issued	March 10, 2021
Non-Mandatory Meeting and Site Tour	March 24, 2021, at 1:00 pm EDT
Deadline for Proposal Question Submission	March 31, 2021 by 2:00 pm EDT
Questions and Answers Posted to Airport Website	April 2, 2021, by 4:00 pm EDT
Deadline for Proposal Submission	April 7, 2021 by 2:00 pm EDT
Selected Contractor Notification	April 21, 2021 4:00 pm EDT

III. TERMS AND CONDITIONS

The District is seeking proposals from Contractors to provide Full-Service Elevator Maintenance and Repair Services and Parts for a period effective May 3, 2021 – May 31, 2024.

- A. The District reserves the right to reject any or all proposals or to award the contract to the next most qualified Contractor if the selected Contractor does not execute a contract within fourteen (14) days after the award of the proposal.
- B. The District reserves the right to request any supplementary information it deems necessary to evaluate the Contractor's experience, qualifications, or to clarify or substantiate any information contained in the Contractor's submittal.
- C. Any proposal submitted will constitute an irrevocable offer, for ninety (90) days, to sell to the District the services outlined in the enclosed Scope of Work and Specifications.
- D. If through any cause, the Contractor shall fail to fulfill in a timely and proper manner the obligations agreed to, the District shall have the right to terminate its contract by specifying the date of termination in a written notice to the Contractor at least thirty (30) days before the termination date. In this event, the Contractor shall be entitled to just and equitable compensation for any satisfactory work completed.
- E. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the District and shall contain, at a minimum, applicable provisions of the RFP. The District reserves the right to reject any agreement that does not conform to the RFP and to any District requirements for agreements and contracts.
- F. The Contractor shall not assign any interest in the contract and shall not transfer any interest in the same without the prior written consent of the District.
- G. No reports, information, or data given to or prepared by the Contractor under the contract shall be made available to any individual or organization without prior written approval from the District.

H. **Insurance Requirements:** The selected Contractor shall carry and keep in force a comprehensive general liability and employer liability insurance by an insurance company authorized to do business in the State of South Carolina with limits of liability as follows:

Employer Liability	\$1,000,000
Comprehensive General Liability	
Bodily Injury	\$1,000,000 each occurrence, and \$2,000,000 aggregate
Property Damage	\$1,000,000 each occurrence, and \$2,000,000 aggregate

The selected Contractor shall furnish certificates of professional liability insurance satisfactory to the District as to contents and carriers. Upon execution of a contract, the selected Contractor shall furnish to the District a good and sufficient Certificate of Insurance by said insurance company, and an Owner’s Protective Liability Policy naming the Richland-Lexington Airport District, the Richland-Lexington Airport Commission, and the Richland-Lexington Airport District Employees as named insured. Both policies shall contain the stipulation and agreement that the insurance provided by said policies is continually in full force and effect and is not subject to cancellation or modification in full or in part without thirty (30) days advance written notice to the District.

Workers’ Compensation and Employer’s Liability Insurance: The Contractor shall maintain workers’ compensation and employer’s liability insurance in the amounts and form required by the laws of the State of South Carolina. The Contractor shall furnish a certification of said insurance to the District certifying that the District will be given thirty (30) days written notice of non-renewal, cancellation, or other material change.

IV. OVERVIEW/ GENERAL SCOPE OF WORK :

This service shall include inspection, lubrication, adjustment, repairs, and or replacement of the following parts.

- Controllers, selectors, and dispatching equipment, relays, electronic components, transducers, resistors, conductors, power amplifiers, transformers, contacts, timing devices computer and microcomputer devices, mechanical and electrical driving equipment, signal lamps, and position indicating equipment.
- Door operators, car door hangars, car door contacts, door protective devices, load weighing equipment, car frames, car safety mechanisms, platforms, car, and counterweight guide shoes including rollers and gibs and emergency car lighting.
- Hoistway door interlocks hangars, bottom door guides, auxiliary door closing devices
- Machine, worms, gears, thus bearings, drive sheaves, drive sheave shaft bearing, brake pulleys, brake coils, contacts, lining, and parts.
- Motors, motor generators, motor windings, rotating element, commutators, brush holders, and bearings
- Operating switch and relay components, plug-in relays, special lamps for cars, and special lamps for emergency car lighting and fuses (Except those in the mainline disconnect).
- Pumps, pump motors, operating valves, valve motors, leveling valves, plunger packing, exposed piping, above-ground plungers and cylinders, and hydraulic fluid tanks.

The contractor shall keep all equipment, including, but limit to pits machine rooms, and hoistway door mechanism and car tops clean and orderly.

The contractor shall lubricate the equipment at the interval recommended by the equipment manufacturer or as dictated by the use of Equipment. All lubricants shall be suitable for the purpose and shall meet or exceed the

minimum requirement specified by the manufactures of the equipment to which the lubricant is applied. (Lubricants, cleaning fluids, and all combustible liquids shall be stored in an OSHA-approved metal cabinet in the machine room.) Contractor shall at intervals recommended by the equipment manufacturer or as dictated by the usages of the equipment drain and flush hoist machine gear cases, bearing oil reservoirs and door operators and fill with the proper type of oil.

The contractor shall make repairs to and/or replace all damaged or broken parts or components resulting from the normal operation of the equipment. Parts shall be replaced when worn beyond normal adjustment limits. Replacement shall also be made to ensure continued normal operation, to extend the useful life of the equipment or any of its components, or when necessary to continue safe, dependable operation. The contractor shall maintain on-site a supply of spare parts sufficient for normal maintenance and repair of the equipment. The contractor will maintain a supply of major parts in a local warehouse or have these parts available to them within 24hours except for parts that are obsolete and are not readily available on the open market. The contractor shall be responsible for maintaining wiring diagrams current with changes/or additions made to the equipment wiring system. The original (reproducible type) diagram is the property of the owner and is to be kept on file in the office of the Facility Manager's office at all times. Additionally, one set of marked-up diagrams shall remain become the property of the owner.

24-HOUR SERVICE

The Service Provider shall assign a representative who will be the Airport's primary contact for communications. The Service Provider understands and agrees to remain on call twenty-four (24) hours per day, seven (7) days per week, and three hundred sixty-five (365) days per year (including holidays and weekends). Service Provider shall respond to calls within (2) two hours of receiving a notification.

The Service Provider shall provide a Contact Person's Name and Title, office number, cell phone number, emergency contact number, as well as the Service Provider's company office number and answering service number, if available.

Emergency callbacks during regular working hours are included in the contract. Each callback will be immediately dispatched. Average response times to emergency callbacks on regular time shall be no longer than (2) two hours. The owner will be responsible to pay for overtime at the rate difference between the overtime and regular time at the contractor's billing rate under this agreement. Regular working hours Monday through Friday are from 7:00 am to 5:00 pm. Eastern standard time. The maximum allowed downtime for any given elevator is 24hours. The owner understands there maybe concessions due to parts availability, etc., and those incidents will be handled individually.

SAFETY AND TEST

The contractor will inspect elevators as required by ANSI A17.1 Code. The contractor will conduct annually No load on each hydraulic elevator or as outlined in ANSI A17.1 or local code. The contractor shall further conduct a Full load, Full Speed test of the safety mechanisms, over-speed governors, and car and counterweight buffers within five-year intervals from such previous test for that unit, as outlined in the ANSI A17.1 or local code. If required, the governor will be recalibrated and sealed for proper tripping speed, and the elevator car balances will be checked. Cars shall not be placed in service until all tests, checks, and adjustments are complete and the elevator is in proper working condition. The Contractor shall perform an annual test of firefighter service features on each elevator with such features as outlined in ANSI A17.1 code

SPECIFICATIONS

The Elevators Full Service & Repair Service Program, as described in this proposal, shall be performed in accordance with a Preventive Maintenance and Inspection Service Schedule specific to the Airport equipment. The Service Provider shall agree and perform all Maintenance and Inspection Services including Emergency

Callback service for the Elevators listed in this Proposal.

The Service provider must provide to the owner a preventive maintenance checklist and a schedule for each elevator per manufactures recommendation Month/ Quarterly/Annual checks. The checklist shall be reviewed with the Airport Facilities Manager or his designated personnel after each scheduled event of services performed. After PM inspections a thorough written report from the contractor shall show work performed and a written letter of any issues and or any upgrades that are recommended.

The Service Provider shall provide a qualified technician assigned to the Airport with a backup qualified technician available for all work performed. These qualified technicians shall be directly employed and supervised by the Service Provider and shall perform all work according to the Manufacturer’s Operation and Maintenance manual specifications.

Facility and Site Access

All-access to the facility will be coordinated with the Richland – Lexington Airport District Facilities Manager. The Contractor and its employees will be required to receive and pass a training session regarding security at the Airport. This session we are administered through a computerized and testing course that lasts approximately forty-five minutes and is administrated by the Columbia Airport Operation Badging Office located in the terminal building. Each employee, upon completion of a ten (10) year criminal history background check

All personnel assigned to work at the Airport must successfully clear a criminal records history check and fingerprinted and badged under the Airport’s Security Rules and Regulations. The Service Provider will be responsible for all costs associated with this process (approximately \$85.00 per person).

V. EQUIPMENT LIST

ELEVATORS

Elevator	Montgomery Kone	Parking Garage
Elevator	Galaxy	Lobby to Baggage Claim
Elevator	Galaxy	Lobby to Admin Area
Elevator	Westinghouse	East Loading Dock
Elevator	Westinghouse	West loading Dock
Elevator	Schindler	Concourse Food Services
Elevator	Schindler	USAir Gate
Elevator	Schindler	Delta Gate
Elevator	Schindler	Commuter Lounge

EQUIPMENT AND SUPPLIES

The Service Provider shall provide all management, supervision, labor, materials, technicians, proper licenses, parts, tools, equipment, chemicals, supplies, lubricate, adjustments, minor repairs, prompt emergency callback coverage, expenses, safety testing, examinations, reports, transportation, travel time, lodging, per diem, fuel surcharge, insurance, customer service, responsive communications, and equipment necessary to efficiently and effectively maintain the equipment, as well as provide complete maintenance and inspection services for all elevators and escalators designated under this RFP.

PRICING AND CONTRACT TERM

The Airport is seeking prices per year for three (3) years (May 3, 2021– May 31, 2024) with the option of two (2) one (1) year extensions. Pricing shall be based on the specifications and schedule outlined in this RFP. Pricing must be all-inclusive and cover every aspect of this RFP. Pricing is to be provided in the Proposal Form included in this RFP.

<END OF SCOPE AND SPECIFICATIONS>

PROPOSER QUESTIONNAIRE

1. Company Name: _____
Address: _____
Phone number: _____
Contact Name: _____
Contact Phone #: _____
Contact Email: _____

2. Does the Service Provider have or can they obtain the insurance coverage for this project as described in the “Terms and Conditions” section of the RFP?
 Yes No

3. At the time of submitting this proposal, is the Service Provider ineligible to bid on or be awarded a public contract in the state of South Carolina?
 Yes No

4. Has South Carolina OSHA cited and assessed penalties against the Service Provider for any or repeat violations of its safety or health regulations in the past five years?
 Yes No

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

If “yes,” provide a brief explanation of the citation. Use additional sheets if necessary.

5. Has the federal OSHA cited and assessed penalties against the Service Provider in the past five years?
 Yes No

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

If “yes,” provide a brief explanation of the citation. Use additional sheets if necessary.

6. Describe your Invoice & Billing process. Use additional sheets if necessary.

I. REFERENCES

References: Provide three (3) current commercial/institutional customer references for projects of similar size and specifications.

1. Company Name: _____
Contact Name: _____ Title: _____
Address: _____
Email: _____ Phone: _____
Type of and # of units: _____
Length of relationship: _____

2. Company Name: _____
Contact Name: _____ Title: _____
Address: _____
Email: _____ Phone: _____
Type of and # of units: _____
Length of relationship: _____

3. Company Name: _____
Contact Name: _____ Title: _____
Address: _____
Email: _____ Phone: _____
Type of and # of units: _____
Length of relationship: _____

II. PROOF OF INSURANCE COVERAGE

Service Provider shall provide the Airport with satisfactory evidence of the Professional Liability Insurance and Automobile Insurance from a company satisfactory to the Airport and licensed to transact business in the State of South Carolina. If the two insurances are with different companies, submit a form for each company. This form must be submitted for responsiveness.

INSURER:

COMPANY NAME: _____

COMPANY ADDRESS: _____

CONTACT NAME AND PHONE: _____

Service Provider is required to submit a letter or certificate from the Company providing insurance certifying that the Service Provider has professional liability insurance in accordance with the terms outlined in this RFP.

Date: _____

Corporate:

Company Name _____

Contact Name: _____

Contact Title: _____

Corporate Secretary/Assistant: _____

Secretary (Seal)

Non-Corporate:

Company Name _____

Contact Name: _____

Contact Title: _____

Notary Public: _____

My Commission Expires: _____

Notary Public (Seal)

III. CERTIFICATION

I, undersigned, on behalf of the Service Provider, certify and declare that I have read all the foregoing answers to this Questionnaire and know their contents. The matters stated in the answers are true of my knowledge and belief, except as to those matters stated on information and belief, and as to those matters, I believe them to be true. I declare under penalty of perjury under the laws of the State of South Carolina that the foregoing is correct.

(Signature)

(Printed name)

(Title)

(Date)

IV. ACKNOWLEDGMENT OF ADDENDUM

Service Provider must initial each applicable Addendum below and complete the designated Corporate or Non-Corporate Service Provider section and submit this form with their proposal as an acknowledgment of receipt of all issued Addendum.

This is to acknowledge receipt of the following **Addendum(s)** for **Request for Proposals (RFP) / Elevator Maintenance and Inspection Services**

1. ____; 2. ____; 3. ____'and 4. ____.

Dated the ____ day of _____, 20_____

Corporate:

Company Name_____

Contact Name:_____

Contact Title:_____

Corporate Secretary/Assistant: _____

Secretary (Seal)

Non-Corporate:

Company Name_____

Contact Name:_____

Contact Title:_____

Notary Public: _____

My Commission Expires:_____

Notary Public (Seal)

V. PROPOSAL FORM

These services shall be included in the following Proposal Items:

A. Elevators Preventive Maintenance and Inspection Services: The Service Provider shall propose an Elevator Preventive Maintenance and Inspection Service for nine (9) existing Elevators:

<i>Vendor Pricing Sheet</i>						
<u>BUILDING</u>	<u>Elevator Location</u>	<u>NO. OF ELEVATORS</u>	<u>1st YEAR ANNUAL COST (2021)</u>	<u>2nd YEAR ANNUAL COST (2022)</u>	<u>3rd YEAR ANNUAL COST (2023)</u>	<u>TOTAL</u>
Parking Garage	Arrival /Departure Areas	1	\$	\$	\$	\$
Terminal Building Landside	Lobby to Baggage Claim	1	\$	\$	\$	\$
Terminal Building Landside	Lobby to Admin Area	1	\$	\$	\$	\$
Terminal Building Landside	East Loading Dock	1	\$	\$	\$	\$
Terminal Building Landside	West Loading Dock	1	\$	\$	\$	\$
Concourse	Commuter Lounge (SIDA)	1	\$	\$	\$	\$
Concourse	Food Court (SIDA)	1	\$	\$	\$	\$
Concourse	America Airlines (SIDA)	1	\$	\$	\$	\$
Concourse	Delta Airlines (SIDA)	1	\$	\$	\$	\$
						\$
Grand Total (maintenance cost for all 3 years, all locations):		\$				

***All items shall be proposed in their entirety. Proposals submitted without prices for all listed Unit Prices will be considered non-responsive and will be rejected.**

B. Emergency Call Back Service: The Service Provider shall propose an Emergency Callback Service that shall provide Twenty-Four (24) hours per day, seven (7) days per week, and three hundred sixty-five (365) days per year (including holidays and weekends). These services are not covered under the regular work hours, seven (7) AM to six (5) PM, of regular workdays (Monday through Friday).

<u>BILLING RATES</u>	<u>MECHANIC</u>	<u>HELPER</u>
Travel Time	\$	\$
Straight Time	\$	\$
Scheduled OT Maintenance	\$	\$
Mon-Sat After Hours (5:01 pm-7:59 am)	\$	\$
Sundays	\$	\$
Holidays	\$	\$

***All items shall be proposed in their entirety. Proposals submitted without prices for all listed Unit Prices will be considered non-responsive and will be rejected.**

VI. ANNUAL PRICE ESCALATION

<u>ANNUAL PRICE ESCALATION</u>	<u>2022</u>	<u>2023</u>
<u>% PER YEAR</u>	%	%

Your stipulated fixed percentage price escalation: _____ %

Company Name: _____

Authorized Signature: _____

Title: _____