

**REQUEST FOR PROPOSAL**

**Elevator Maintenance and Repair Services**

**RFP #24-1216**

**Issue Date: December 16th 2024**

**Amended 01/03/2025**

**RFP Administration and 2.1 Onsite Campus Visit updated to optional visit.**

**Table of Contents**

[**RFP ADMINISTRATIVE INFORMATION** 1](#_Toc185249716)

[**1** **Overview** 3](#_Toc185249717)

[**2** **pROCESS REQUIREMENTS** 5](#_Toc185249718)

[**3** **Instructions for Submission of Proposal** 7](#_Toc185249719)

[**4** **Proposal Format** 9](#_Toc185249720)

[**5** **Mandatory Submission Requirements** 10](#_Toc185249721)

[**6** **Business Information** 11](#_Toc185249722)

[**7** **Organization and Staffing** 11](#_Toc185249723)

[**8** **Scope of Work AND DELIVERABLES** 13](#_Toc185249724)

[**9** **Cost Proposal** 19](#_Toc185249725)

[**10** **Proposal Review, Evaluation, and Award** 19](#_Toc185249726)

[**ATTACHMENT 1 – OFFEROR QUESTIONS** 23](#_Toc185249727)

[**ATTACHMENT 2 – MODIFICATION AND EXCEPTION FORM** 25](#_Toc185249728)

[**ATTACHMENT 3 – COVER FORM** 26](#_Toc185249729)

[**ATTACHMENT 4 – COST PROPOSAL** 28](#_Toc185249730)

# **RFP ADMINISTRATIVE INFORMATION**

Issued: **December 16th 2024**

|  |  |
| --- | --- |
| RFP Title: | Elevator Maintenance and Repair Services |
| RFP Project Description: | Lewis-Clark State College (LC State) seeks proposals from qualified contractors to provide elevator maintenance and repair services. |
| RFP Lead: | Jessica Waddington, Purchasing DirectorLewis-Clark State College500 8th AveLewiston, ID 83501Jlwaddington@lcsc.eduPh: 208-792-2431 |
| Submitting Sealed Proposal:Submitting Manually:MANUAL PROPOSALS MUST BE RECEIVED BY PURCHASING AT THE ADDRESS AND BY THE REQUIRED DATE AND TIME IDENTIFIED IN THIS SECTION Submit electronically to LC State via e-mail:  | Jessica Waddington, Purchasing DirectorLewis-Clark State CollegeAdministration Building rm. 104500 8th AveLewiston, ID 83501**Submit by: January 24th 2025 5:00 PM Pacific Time** Jlwaddington@lcsc.edu |
| LC State Purchasing website  | <https://www.lcsc.edu/purchasing/vendors/current-solicitations>All RFP information and updates will be posted here. |
| On-Site Campus Visit | **January 7th 2025 11:00 AM Pacific Time**Location: 538 11th Ave Lewiston Idaho 83501Attendance is optional, pre-registration is requested.  |
| Deadline to Receive Questions: | **January 13th 2025 5:00 PM Pacific Time** |
| Anticipated Release of Answers to Questions: | **January 17th 2025 5:00 PM Pacific Time** |
| RFP Closing Date: | **January 24th 2025 5:00 PM Pacific Time**  |
| Proposal Opening Date: | **January 27th 2025 9:00 AM Pacific Time**, in Purchasing Department on the first business day following the Closing Date. (Opening will be completed virtually. Email RFP Leads for attendance details).  |
| Anticipated Selection/Award Date: | **February 10th 2025** |
| Initial Term of Contract and Renewals: | **Five (5) year initial term.**  Following the Initial Term, the parties may extend the Contract under the same terms and conditions or as negotiated, on an annual basis, upon mutual written consent for five (5) subsequent one-year periods (each a “Renewal Term”). Contract start date is anticipated to be March 1 2025. |
| **Lewis-Clark State college standard contract terms and conditions INCORPORATED BY REFERENCE: https://www.lcsc.edu/purchasing/vendors** |

# **Overview**

## Purpose

Lewis-Clark State College (LC State or the college) seeks proposals from qualified contractors to provide to provide elevator maintenance and repair services in college owned and operated buildings

## Background Information

LC State has thirteen elevators located on the main Lewiston campus, two at the Main St location, and two located at the Schweitzer Career Technical Building.

* Administration Building Main is an Otis hydraulic elevator located at 806 6th St. Lewiston, Id. 83501. State ID # H002702-Elevator acceptance May 1983
* Administration Building West is an Otis hydraulic elevator located at 806 6th St. Lewiston, Id. 83501. State ID# H000253--Elevator acceptance September 1996
* Activity Center East is an Otis hydraulic elevator located at 908 6th St. Lewiston, Id. 83501. State ID# H000970 -Elevator acceptance December 2004
* Activity Center West is an Otis hydraulic elevator located at 908 6th St. Lewiston, Id. 83501. State ID# H000971-Elevator acceptance December 2004
* Center for Arts is an SmartRise hydraulic elevator located at 415 Main St. Lewiston, Id. 83501. State ID#H002580 -Elevator acceptance July 2012
* Clearwater Hall is a Schindler hydraulic elevator located at 410 Main St. Lewiston, Id. 83501. State ID# H000796- Elevator acceptance May 2006
* Library is a Hobson/Dover hydraulic elevator located 725 5th St. Lewiston, Id. 83501. State ID.# H001305- Elevator acceptance May 2009
* Mechanical Technical Building is a Hobson/Dover hydraulic elevator located at 515 11th Ave. Lewiston, Id. 83501. State ID# H000783- Elevator acceptance July 1997
* Meriwether Lewis Hall is an Otis hydraulic elevator located at 745 5th St. Lewiston, Id. 83501. State ID# H002463- Elevator acceptance March 1994
* Reid Hall is a Hobson/Dover hydraulic elevator located at 818 6th St. Lewiston, Id. 83501. State ID# H000252- Elevator acceptance December 1992
* Sacajawea Hall is a Schindler hydraulic elevator located at 710 5th St. Lewiston, Id. 83501. State ID# H002040- Elevator acceptance November 2008
* Sam Glenn Complex is a Schindler hydraulic elevator located at 921 4th St. Lewiston, Id. 83501. State ID# H001755- Elevator acceptance May 2009
* Schweitzer Career Technical Building is a Schindler traction elevator located at 2947 Cecil Andrus Way Lewiston, Id. 83501 State ID # T001072- Elevator acceptance January 2020
* Spalding Hall is an Otis hydraulic elevator located at 420 10th Ave. Lewiston Id. 83501. State ID# H002699- Elevator acceptance December 1987
* Student Union Building is an Otis hydraulic elevator located at 830 5th St. Lewiston, Id. 83501. State ID# H000001- Elevator acceptance January 1974
* Talkington Hall is a Thyssen Krupp hydraulic elevator located at 740 5th St. Lewiston, Id. 83501. State ID# H001338- Elevator acceptance February 2012
* Thomas Jefferson Hall is an Otis hydraulic elevator located at 815 5th St. Lewiston Id. 83501. State ID# H000923- Elevator acceptance January 2003

# **pROCESS REQUIREMENTS**

## Restrictions on Communications

From the issue date of this RFP, until a contract is awarded, or the RFP is cancelled, Offerors are prohibited from communications regarding this RFP with LC State employees, evaluation committee members, or other associated individuals, except the RFP Lead.

## On-Site Campus Visit

 An optional on-site campus visit will be held at the location and time as indicated in the RFP Administration Information section, page 1 of this RFP. This will be your opportunity to ask the college questions at on-site visit. All parties interested are invited to participate. Parties interested are asked to register by the date indicated in the RFP Administration Information section. Any oral answers given by the college during the on-site campus visit are unofficial, and will not be binding on the college. Questions asked during the on-site visit are to be submitted in writing using Attachment 1, Offeror Questions. On-site campus visit attendance is at the participant’s own expense.

## Questions

* + 1. The RFP Lead is the only contact for this Solicitation. All correspondence must be in sent via e-mail. If it becomes necessary to revise any part of this RFP, amendments will be posted on LC State’s Purchasing website. It is the responsibility of parties interested in this RFP to monitor the LC State Purchasing website for any updates or amendments. Any oral interpretations or clarifications of this RFP must not be relied upon. All changes to this RFP will be in writing and must be posted to the LC State Purchasing website to be valid.

### Questions or other correspondence must be submitted in writing to the RFP Lead (see contact information in the RFP Administrative Information, page 1). QUESTIONS MUST BE RECEIVED BY THE DATE AND TIME LISTED IN THE RFP ADMINISTRATIVE INFORMATION SECTION.

### Written questions must be submitted using **Attachment 1 - Offeror Questions**. Official answers to all written questions will be posted on LC State Purchasing web page as an amendment to this RFP.

## Offeror Proposed Modifications and Exceptions to Requirements, Terms, and Conditions

* + 1. Offerors are strongly encouraged to submit any proposed modifications to the requirements, terms, or conditions of the RFP on **Attachment 1 - Offeror Questions** prior to the deadline to submit questions. Questions regarding these requirements must contain the following:
* The rationale for the specific requirement being unacceptable to the party submitting the question (define the deficiency).
* Recommended verbiage for LC State’s consideration that is consistent in content, context, and form with LC State’s requirement that is being questioned.
* Explanation of how LC State’s acceptance of the recommended verbiage is fair and equitable to both LC State and to the party submitting the question.
	+ 1. If a Proposal contains modifications or exceptions to any Solicitation requirements, terms, or conditions which are not addressed during the question-and-answer period, they must be identified and submitted on Attachment 2 - Modification and Exception Form and must contain the same information outlined in Section 2.2.1, above. LC State will not consider any modifications or exceptions that are not identified specifically on Attachment 2.
		2. LC State has sole discretion to determine if the modifications or exceptions submitted by an Offeror would result in a material change or otherwise threaten the integrity of the procurement process. Non-material modifications or exceptions may be discussed with the apparent successful Offeror, at the discretion of LC State; however, LC State shall have the right to reject any and all such modifications and/or exceptions, or to call an end to such discussions, and to instruct the Offeror to amend its Proposal and remove the modifications and/or exceptions. Failure to do so may result in LC State finding the Proposal non-responsive.
		3. Except as otherwise provided within the Solicitation, LC State will not consider modifications or exceptions to the requirements, terms, or conditions which are proposed after the RFP Closing Date.

## Proposals

* + 1. Proposals should be submitted on the most favorable terms an Offeror can propose, from both a price and technical standpoint, as well as with regard to legal terms and conditions. The college reserves the right to accept any part of a Proposal or reject all or any part of any Proposal received, without financial obligation, if the college determines it to be in the best interest of the college to do so.
		2. Discussions with individual Offerors (including the utilization of one or more rounds of Best And Final Offers (BAFO) and/or Negotiations) may be conducted as determined by the college to be in its best interest. Offerors should submit their best and most competitive cost proposal initially, as there is no guarantee that the college will conduct any discussions.
		3. No verbal Proposals or verbal modifications will be considered. An Offeror may modify its Proposal in writing prior to the RFP closing time. A written modification must include the date and signature of the Offeror or its authorized representative.
		4. Proposals that are qualified with conditional clauses or alterations or items not called for in the RFP documents, or irregularities of any kind, are subject to disqualification by the college at its option.
		5. All Proposal concepts and material submitted becomes the property of the college and will not be returned to Offeror unless the Solicitation is canceled by the college (State Code § 67-9215). Award or rejection of a Proposal does not affect this right. Proposals and supporting documentation may be available for public inspection upon written request following the announcement of a Contract award, except for information specifically labeled on each separate page as a “Trade Secret” under the Idaho Public Records Act, Section Title 74, Chapter 1, Idaho Code (“the Act”). Alternatively, information may be specifically labeled “exempt” from public records under another exemption found in the Act. Information specifically labeled as Trade Secret or otherwise exempt may be protected from disclosure, but only to the extent consistent with the Act or otherwise applicable federal or state law or regulation. Accordingly, the college cannot guarantee its confidentiality.

# **Instructions for Submission of Proposal**

The current version of LC State Standard Terms and Conditions are incorporated, by reference into this solicitation, and into any resulting contracts as if set forth in their entirety. Also incorporated by reference into this solicitation are Idaho Bills 189, 190, 191, and 294. LC State Standard Terms and Conditions are located at: <https://www.lcsc.edu/purchasing/vendors>. Failure by any submitting Offeror to review these documents will in no way constitute or be deemed a waiver by LC State of any term, condition or requirement contained in the referenced documents; and no liability will be assumed by LC State for a submitting Offeror’s failure to consider the LC State Standard Terms and Conditions in preparing its response to the solicitation.

## General Instructions

### Proposals may be submitted electronically or manually, as detailed below. Except as otherwise addressed in this solicitation, all submission materials must be submitted at the same time (in a single package or electronic submission). If multiple submissions are received, only the latest timely submission will be considered.

### Alternate proposals may be submitted and will be considered.

### All electronic files must be in PDF, Microsoft Word or Excel format; the only exception is for financials, brochures or other information only available in an alternate format.

## Public Records

### The Idaho Public Records Law, Idaho Code Sections 74-101 through 74-126, allows the open inspection and copying of public records. Public records include any writing containing information relating to the conduct or administration of the public's business prepared, owned, used, or retained by a State Agency or a local agency (political subdivision of the state of Idaho) regardless of the physical form or character. All, or most, of the information contained in your response will be a public record subject to disclosure under the Public Records Law. The Public Records Law contains certain exemptions. One exemption potentially applicable to part of your response may be for trade secrets.

### Prices that you provide in your Bid, Proposal or Quotation are not a trade secret. LC State, to the extent allowed by law and in accordance with these instructions, will honor a designation of nondisclosure. Any questions regarding the applicability of the Public Records Law should be addressed to your own legal counsel PRIOR TO SUBMISSION of your Bid, Proposal or Quotation.

## Redacted Information

If your Proposal contains information that you consider to be exempt, you must also submit a redacted copy of the Proposal with all exempt information removed or blacked out. The college will provide this redacted Proposal to requestors under the Public Records Law, if requested. Submitting Offerors must also:

###  Identify with particularity the precise text, illustration, or other information contained within each page marked “trade secret” (it is not sufficient to simply mark the entire page). The specific information you deem “trade secret” within each noted page must be highlighted, italicized, identified by asterisks, contained within a text border, or otherwise clearly delineated from other text/information and specifically identified as a “trade secret.”

### Provide a separate document entitled “List of Redacted Trade Secret Information” which provides a succinct list of all trade secret information noted in your Proposal; listed in the order it appears in your submittal documents, identified by Page #, Section #/Paragraph #, Title of Section/Paragraph, specific portions of text/illustrations; or in a manner otherwise sufficient to allow LC State’s procurement personnel to determine the precise text/material subject to the notation. Additionally, this list must identify with each notation the specific basis for your position that the material be treated as exempt from disclosure and how the exempting the material complies with the Public Records Law.

### Submit a redacted copy of the Proposal with all trade secret information removed or blacked out. The redacted copy must be submitted electronically, with the word “redacted” in the file name, whether the Proposal is submitted manually or electronically.

### Offeror shall indemnify and defend LC State against all liability, claims, damages, losses, expenses, actions, attorney fees and suits whatsoever for honoring a designation of exempt or for the Offeror’s failure to designate individual documents as exempt. The Offeror’s failure to designate as exempt any document or portion of a document that is released by LC State shall constitute a complete waiver of any and all claims for damages caused by any such release. If LC State receives a request for materials claimed exempt by the Offeror, the Offeror shall provide the legal defense for such claim.

## Insurance Requirements

### (M) At a minimum, the Offeror and its sub-contractors are required to carry the types and limits of insurance referenced in the Insurance Requirements section of the LC State Terms and Conditions. Offeror is required to provide the college with a Certificate of Insurance meeting the requirements listed in the Insurance Requirements section of the LC State Terms and Conditions, prior to Contract signing.

## Electronic Submission

### Electronically submitted Proposals must be submitted to the email address identified in the RFP Administration Information Section. Remember to submit an addition

### al redacted version of the proposal if you have identified trade secrets.

## Manual Submission

### The Proposal must be addressed to the RFP Lead, sealed, and identified as **“RFP #24-1216 AND Elevator Maintenance and Repair Services”**. Include your company name on the outside of the package. The Cost Proposal must be separately sealed, identified as “Cost Proposal - **RFP #24-1216 AND Elevator Maintenance and Repair Services”.** The Technical Proposal and separately sealed Cost Proposal must be submitted at the same time (place all proposal response materials within a larger package).

Each proposal must be submitted in one (1) original with three (3) copies of the Technical Proposal and one (1) original and one (1) copy of the Cost Proposal. Offerors submitting manually must also submit one (1) electronic copy of the proposal on USB

Device or via email. Word, PDF or Excel format is required (the only exception is for financials, brochures or other information only available in an alternate format). The format and content must be the same as the manually submitted proposal. The electronic version must NOT be password protected or locked in any way.

# **Proposal Format**

These instructions describe the format to be used when submitting a Proposal. The format is designed to ensure a complete submission of information necessary for an equitable analysis and evaluation of submitted Proposals. There is no intent to limit the content of Proposals.

## Evaluation Codes

**(M) Mandatory Response** - failure to respond to any (M) section, or to comply with any mandatory specification or requirement, will render Offeror’s Proposal non-responsive and no further evaluation will occur.

**(ME) Mandatory and Evaluated Response** - failure to respond to any (ME) section, or to comply with any mandatory specification or requirement in an (ME) section, will render Offeror’s Proposal non-responsive and no further evaluation will occur. Offeror must respond to these sections as directed; points will be awarded based on predetermined criteria.

**(E) Evaluated Response** - a response is desired and will be evaluated. If not available,

respond with “Not Available” or other response that identifies Offeror’s ability or inability to supply the

item or service. If Offeror cannot meet the requirement, or chooses not to respond for any reason, zero (0) points will be awarded for the section. If Offeror responds, points will be awarded based on predetermined criteria.

Note: Offerors are directed to IDAPA 38.05.01.074.03.a, as well as If IDAPA 38.05.01.091.05, which allow

the designated LC State official to waive minor informalities as well as minor deviations. The

college also reserves the right to seek clarification on any M or ME requirement.

## Table of Contents

Include a table of contents in the Proposal identifying the contents of each section, including page numbers of major Sections.

## Format

**Proposals shall follow the numerical order of this RFP** starting at the beginning and continuing through to the end of the RFP. **Proposal sections and subsections must be identified with the corresponding numbers and headings used in this RFP. In the response, the RFP section and/or subsection must be restated, followed with the response.**

Offerors are encouraged to use a different color font, bold text, italics, or other indicator to clearly distinguish the RFP section from the Offeror’s response. Except for brochures, financials, work samples, or other similar submission items, all electronic Proposals must be submitted in Microsoft Word or Excel, or PDF format, and must not be locked. Offerors are strongly cautioned against including website links or imbedded documents in the Proposal; LC State will not be responsible for the RFP Lead or any evaluator’s failure to consider information outside of or imbedded in the Proposal.

# **Mandatory Submission Requirements**

The proposal begins with the mandatory items identified in this list and the following sections. **NOTE: THIS CHECKLIST IS PROVIDED AS A COURTESY ONLY; OFFERORS ARE RESPONSIBLE FOR SUBMITTING ALL MANDATORY SECTIONS, ATTACHMENTS, SUBMITTAL ITEMS, ETC., REGARDLESS OF WHETHER THEY ARE IDENTIFIED IN THIS LIST.**

**See section 4 for Proposal Format requirements.**

[ ]  (M) Cover Form: Complete, sign, and submit **Attachment 3, Cover Form.** All Proposals must be submitted with the completed and signed Attachment 3, Cover Form.

[ ]  (M) Acknowledgement of Amendments: If the RFP is amended, the Offeror must acknowledge each amendment with a signature on the acknowledgement form provided with each amendment. Failure to return a signed copy of each amendment acknowledgement form with the Proposal may result in the Proposal being found non-responsive. See IDAPA 38.05.01.52.

[ ]  **Section 6**: Provide response to all (M) and (ME) sections, and any other required submittal items.

[ ]  **Section 7**: Provide response to all (M) and (ME) sections, and any other required submittal items.

[ ]  **Section 8**: Provide response to all (M) and (ME) sections, and any other required submittal items.

[ ]  (ME) **Section 9** **Cost Proposal**: Provide your cost information on the form provided in Attachment 4.

[ ]  (M) Executive Summary: Include an executive summary in the Technical Proposal, providing a condensed overview of the contents of the Technical Proposal that demonstrates an understanding of the services to be provided.

[ ]  (M) Redacted copy of Proposal and list of Trade Secret redactions, as detailed in **Section 3, if applicable.**

[ ]  Review the required types and levels of insurance—these are mandatory requirements. If you do not already have the required types and levels of insurance, you are **strongly encouraged** to contact your insurance representative to find out if you will be able to obtain the required insurance. (The Offeror should not purchase additional insurance in reliance of being awarded a contract). If you are awarded a Contract, failure to provide proof of the required insurance will be grounds for termination of the Contract.

# **Business Information**

## (ME) Experience

Describe in detail your knowledge and experience in providing services similar to those required in this RFP. If possible, include a list of higher education institutions where you have provided similar services in the past 5 years. If your company has limited higher education experience, list experience that is as similar as possible.

## (ME) References

Provide contact information for three (3) references. LC State prefers to receive references from higher education institutions. If you have limited references from higher education, ask for references from entities as similar to higher education as possible. LC State reserves the right to contact your references by phone and/or email; and to contact other entities with whom your firm

has done business, whether or not they were provided as a reference.

## (ME) Business Profile

Provide a profile of your business including Offeror’s business history, description of current service area, and customer base.

## (ME) Demonstrated Success

Provide specific data demonstrating prior success with clients, preferably similar in institution size and demographics to LC State.

## (E) Customer Satisfaction

Provide up to 10 years of customer feedback as well as a summary of how your company utilizes that feedback to improve services.

# **Organization and Staffing**

Describe your qualifications to successfully complete the requirements of this RFP by providing a

detailed response to the following:

## (ME) Key Personnel

### Provide a list of key management, customer service, and other personnel, and their qualifications to be used in the fulfillment of this contract.

### Provide resumes for employees who will be managing and/or directly providing services under the contract. Include a list of projects these individuals have worked on (with dates of engagement), a description of the project, and the role of each individual. For positions that are not filled, a position description (including requisite qualifications, certifications, and experience) must be provided.

## (M) Subcontractors

### If you intend to utilize subcontractors, describe the extent to which they will be used to comply with Contract requirements. Include each position providing service and provide a detailed description of how the subcontractors are anticipated to be involved under the Contract. Include a description of how the Offeror will ensure that all subcontractors and their employees will meet all Scope of Work requirements. NOTE: The information provided for subcontractors, if any, will be evaluated as part of Section 7.2, Other Key Personnel and Qualifications.

### If you do not intend to utilize subcontractor(s), provide a statement to that effect.

# **Scope of Work AND DELIVERABLES**

**All sections of the Scope of Work and Deliverables are required contract services.** This proposal outline is to be used in response to the RFP. Evaluators will be scoring the proposal based on the methodologies proposed and the completeness of the response to each item listed below. Offeror’s must describe in detail how each requirement will be met. Requirements are marked (M) or (ME) below. Offer should include personnel, proposed timelines, methodologies, and any pertinent information that will be required from the college in order to achieve full compliance with all tasks and deliverables.

## (ME) Contractor Responsibilities

In the event of any conflict between the requirements of this RFP and the statutory requirements contained in Idaho Code §39, Chapter 86 (IDAHO ELEVATOR SAFETY CODE ACT), the provisions of Idaho Code will take precedence. LC State expects the Contractor, and any applicable sub-contractors, to comply in all respects with applicable chapter(s) of Idaho Code, as well as all other applicable state, local and Federal regulations. The LC State Physical Plant Director, or designee, will be the college’s point of contact for the contractor.

The Contractor will:

### At the commencement of the contract, coordinate with LC State to develop a schedule for the frequency and performance of the maintenance service procedures specified, to be carried out in accordance with Idaho Code §39, Chapter 86.

### Furnish all supplies, materials, labor, supervision, tools, equipment, transportation and lubricants necessary to provide full preventative maintenance, adjustment, replacement and repairing of parts for the complete elevator systems described in this RFP.

### Perform all work required to maintain all elevators covered by the Contract so that they are fully operational and in safe working order.

### In performing work under the Contract, Contractor shall provide only parts used by the manufacturers of the elevators for replacement or repair and shall use only those lubricants obtained from and/or recommended by the manufacturer of the equipment. Parts that are no longer available may be replaced with mechanical or electrical equipment of like kind subject to notification to LC State; however, the replacement part will not be considered an upgrade and will be covered under the terms of the Contract as the Contractor’s responsibility to replace.

## (ME) Extent of Coverage

The Contractor shall make monthly inspections and systematically examine, repair or replace (when necessary), the following (minimum requirements):

### Hydraulic oil

### Reservoir tank

### Pumps

### Hydraulic lines

### Pressure controllers

### Keep guide rails properly lubricated, except where roller guides are used

### Replace guide shoe gibs or rollers, when conditions warrant, providing a quiet operation

### Repair or replace control cables, when conditions warrant

### Drain the gear case, flushing to remove sediment and grit, refill with new gear oil

### Re-lamp all signals

### Furnish lubricants that meet the equipment manufacturer’s specifications

### Examine, clean, lubricate, adjust:

#### Interlocks and door closers

#### Car and counterweight buffers

#### Over speed governors, governor tension sheaves assemblies and car and counterweight safeties.

#### Limit, landing and slowdown switches.

#### Door protective devices and alarm bells.

### Equalize the tension in any hoistway ropes. Replace all wire ropes and fastenings, when conditions warrant.

### Examine all sheaves, governor tension sheaves, secondary or deflection sheaves and compensating sheaves.

### Examine, lubricate, and adjust the following accessory equipment:

#### Car and Corridor operating pushbuttons

#### Load weighting equipment

#### All hall lanterns, car position and hall position indicators, lobby control panels, car operating panels, and all other signal and accessory facilities furnished and installed as part of the whole equipment

### Clean all elevator machine rooms, secondary areas, elevator hoistways, and pit areas. The Contractor shall be responsible for keeping the machine rooms, the exterior of the machinery, and any other parts of the equipment subject to rust, properly painted with anti-rust paint, identified, and presentable at all times. During the course of each examination, all accumulated water, oil and refuse in the pit areas shall be removed by the contractor.

### Steel parts cabinets shall be maintained in the machine room areas to provide for the orderly storage of replacement components

### Test the car and counterweight safeties, governors, buffers and all other safety devices. The car balance will be checked and the governor set. If required, the governor will be re-calibrated and sealed for proper tripping speed

### All tests performed on the elevator equipment described herein shall be in accordance with the most recent ANSI/ASME A17.3-2023 Code requirements. Written reports of all tests are to be made available within thirty (30) calendar days following completion and shall be made available for review on request

### Contractor will provide to the State authority any and all information necessary in order to maintain each elevator license

### Conduct a yearly no-load, low speed test of car and counterweight safeties and a test of buffers.

### Annually clean the elevator hoistway and related equipment, including rails, inductors, hoistway door hangers and tracks, relating devices, switches, buffers, car tops and water, oil and debris from the pit areas

### Annually, check the group dispatching systems and make necessary tests to ensure that all circuits and time settings are properly adjusted, and the system performs as designed and installed.

### Biannual testing of the Fireman’s Emergency Service operation will be performed to assure proper operation of the system

## (ME) Inventory

### Contractor shall own and maintain a sufficient amount of spare parts and lubricants for normal maintenance and repair of the elevators. All spare parts shall be original equipment manufacturer’s parts (unless the part is no longer manufactured, which an equal to or better than part of non-original equipment manufacturer may be used). Any part that the Contractor intends to use that is not supplied by the original equipment manufacturer the elevator or that is not of equal quality will need prior approval LC State.

### Component parts not typically stocked for normal maintenance or repair must be delivered and installed within five (5) business days of notification from LC State.

## (ME) Microprocessors and Reprogramming

### The Contractor shall maintain, in stock, available for immediate use, an inventory of replacement parts for any microprocessor, or electrical/electronic controller or switching component equipment used in the elevator system.

### The Contractor shall be fully qualified to reprogram or change the program of the elevator microprocessor.

### The Contractor’s service technicians shall carry diagnostic equipment to analyze programming and microprocessor functions and malfunctions.

### All diagnostic equipment, microprocessor printed circuit boards, solid-state circuitry parts and reprogramming capabilities shall be of the original manufacturer (OEM) parts only.

## (ME) Hours of Service

### The Contractor shall perform all preventative maintenance, repairs, routine adjusting and service procedures during regular business hours of 8:00 AM. – 5:00 PM local time, Monday through Friday, with the exception of all LC State recognized holidays. LC State holiday schedule will be provided to contractor.

## (ME) Emergency Situations and Callback Services

### The Contractor shall respond to emergency situations, Monday through Sunday, twenty-four (24) hours a day, seven (7) days per week, three hundred sixty-five (365) days per year, including State or Federal Holidays, within one and a half (1 1/2) hour of initial notification of emergency from LC State.

### The Contractor shall, without additional charge to LC State provide a callback service during regular business hours, Monday through Friday. The Contractor shall respond to the callback within four (4) hours of time reported from LC State.

### The Contractor shall provide a twenty-four (24) hour callback service (emergency and non-emergency) in which the Contractor shall bill for the overtime rate if the call is outside regular business hours.

### Upon award of the contract, Contractor shall provide a telephone number for emergency and non-emergency callback services on a twenty-four (24) hours per day, seven (7) days per week, three hundred sixty-five (365) days a year, including State or Federal Holidays.

## (ME) Performance Requirements

The Contractor agrees to maintain the following minimum performance requirements for all elevators, in compliance with ANSI standards. Performance requirements will be verified upon inspection by the Idaho DOPL elevator inspector.

### Floor to Floor Time in Seconds: 13.0 sec

### Door Opening Time in Seconds: 2.5 sec

### Door Closing Force in Foot Pounds: 30 ft. lb.

### Floor Accuracy in Inches: +/- 3/8 in.

### Floor-to-floor times (seconds) are measured from the time the doors start to close, including a typical one-floor travel and until the elevator is approximately level with the next successive floor, either up or down, and the doors ¾ open (per schedule).

### Door opening times (seconds) are measured from start of car door open until doors are 1 in. from the fully-open position (per schedule).

### Door closing force (foot pounds) is measured at rest with the doors between 1/3 and 2/3 closed.

### Floor accuracy (inches) shall be measured under all load conditions.

### Variance from rated speed, regardless of load, shall not exceed +/- 5% for traction, +/- 10% for hydraulic.

### Shutdowns for emergency minor adjustment callbacks shall be minimized. Shutdown frequency shall be maintained at no more than one (1) per unit per month.

### The Contractor will check and adjust the dispatching system and make necessary tests to ensure all circuits and time settings are properly adjusted at least one (1) time per year, and any time proper adjustment is questioned by LC State. This will be accomplished within thirty (30) calendar days of contract award and within thirty (30) calendar days after each contract renewal.

### In accomplishing the above requirements, the Contractor shall maintain a comfortable, quiet elevator ride with smooth acceleration and retardation, and a soft stop. Door operation shall be quiet and positive with no issues.

## (ME) Compliance to Laws

### In the performance of this contract, the Contractor shall abide by all existing laws, codes, rules and regulations set forth by the appropriate authorities having jurisdiction in the location where the work is to be performed.

### Contractor shall make periodic tests and maintenance inspections of all elevator equipment as required by current applicable Idaho Code § 39, Chapter 86 for elevators. Written reports of the tests shall be submitted to LC State and, in the case of running safety test, forty-eight (48) hour notification shall be given so that LC State point of contact may be present.

### Contractor shall not be required under this Agreement to install new components as may be recommended or directed by insurance companies, federal, state, municipal or governmental authorities, subsequent to the date of contract, unless prior authorization from LC State has been provided.

## (ME) Contractor’s Personnel

### Immediately following award, Contractor shall provide LC State with a list of all personnel assigned to the Contract. In addition, the Contractor shall provide a listing of names, emergency telephone numbers, and cell phone numbers of supervisory personnel assigned to the contract. It will be the Contractor’s responsibility to keep this list up to date by providing LC State with a copy (preferably via e-mail) of any modifications to the list promptly upon updates being made.

### Contractor’s employees are to present a professional appearance. They shall be neat, clean, well groomed, courteous, properly uniformed, and conduct themselves in a professional manner while performing their duties on LC State campus.

### Employees shall wear a “uniform” as well as a badge while working in or around the buildings, clearly identifying the individual as an employee of the Contractor.

### While working on LC State property, all Contractors’ vehicles shall be visibly and properly identified.

## (ME) Safety

### Contractor shall comply with all applicable Idaho Code § 39, Chapter 86 safety regulations. Contractor shall take all steps necessary to ensure the safety of its employees, LC State employees, LC State students and the visiting public.

### If the Contractor spills or otherwise releases any harmful or hazardous substance into the environment, while working at LC State, the Contractor or its agent shall immediately report the incident to LC State. The liability of the spill or release of such substance’s rests solely with the Contractor.

## (ME) Diagrams, Manuals, and related material

### Contractor shall maintain the wiring diagrams so that they properly reflect any changes made by the Contractor to the equipment. LC State will provide Contractor with any available wiring diagrams.

### All drawings, diagrams, and manuals for the elevators (and any updates made by Contractor) are the property of LC State.

## (ME) Removal of Elevators from Service

### The Contractor shall coordinate and obtain approval for removal of elevators from service by contacting the LC State. A telephone number will be provided to the Contractor.

### LC State agrees to permit the Contractor to remove elevators from service for a reasonable time in order to perform maintenance upon them. The Contractor shall place an “Out of Service” sign on of the elevator door at each floor which states the Contractor’s name, the Contractor’s phone number, and the estimated time before the elevator will be returned to service.

### If an elevator is shut down for more than seventy-two (72) continuous hours (except for pre-scheduled or major equipment repairs), the billing for the maintenance of that elevator shall be suspended until the unit is restored to proper working order.

### In the event an elevator needs to be completely removed from service (i.e. building remodel) the Contractor must suspend billing for the elevator for the entire duration the elevator is out of service. Once the elevator returns to service, the Contract may resume billing for the services rendered on that elevator.

## (ME) Examination Log & Other Records/Reports

### The Contractor shall include with the bid, a schedule of proposed maintenance for each elevator. The schedule will conform to the manufacturer’s maintenance requirements for each elevator type, and will indicate frequency of inspections, adjustments, and lubrication procedures.

### The Contractor shall also provide a report/records after each service with the date, time of arrival and departure, name of service technician(s) and/or repair personnel. The report shall identify the elevator serviced or repaired, describe the service or repairs performed, and designate whether the work was regularly scheduled, an after-hours call, emergency, or a callback. If an emergency or callback, the report must provide the reason as well as the status.

## (ME) Additional Repair Services

### If LC State determines that certain repairs fall outside the scope of the maintenance or repair tasks listed in this RFP, LC State may request the Contractor to provide additional related services. Before commencing any such work, the Contractor and LC State will agree on an estimated level of effort and the contractor will provide a written quote specifying time and materials for LC State. If the total cost is expected to exceed the quoted amount, the Contractor must obtain written approval from LC State before proceeding further. The Contractor will invoice LC State at the fully burdened hourly rate outlined in the Cost Proposal for these additional services, itemizing time and materials, based on the actual level of effort required to complete the repair. LC State will be responsible for paying for the parts necessary to perform the repairs under this subsection, at the Contractor's cost.

## (M) LC State Supervision and Inspection

### All work performed under this agreement is subject to inspection by LC State, or an agent designated by LC State, at any time, to ensure compliance with all terms and conditions of the Contract.

## Exclusions

The following are excluded from coverage under the Contract:

### Repairs necessitated by negligence, accident or misuse of the equipment by anyone other than the Contractor, his employees, sub-contractors, or agents, or other causes beyond the Contractor’s control, except ordinary wear

### Repair or replacement of building items, such as hoistway or machine room walls and floors, car enclosures, car finish floor material, hoistway entrance frames, doors and sills, telephone equipment and signal fixture faceplates

### Mainline and auxiliary disconnect switches, fuses and feeders to control panels

### Defined as those conductors providing power from a main power distribution panel or sub panel disconnect and feeding a cabinet or electrical enclosure containing the elevator controlling switchgear and equipment

### Lamps for car and machine room illumination; and

### Telescopic hydraulic lifting rams.

## Addition/Deletion of Equipment

LC State reserves the right to add or delete equipment during the duration of this contract, and any subsequent renewal periods. Existing equipment may be removed or replaced and additional equipment may be added. The contractor shall submit proposed modifications for contract pricing in event of an such addition to or subtraction from the equipment covered under this agreement for LC State’s review and approval.

# **Cost Proposal**

**(ME)** **Cost Proposal:** Use Attachment 4 to respond to the Cost Proposal of this RFP. Do not alter the format of the attachment. Doing so may cause your proposal to be found nonresponsive. Offerors must provide fully-burdened rates which must include, but not be limited to, travel costs, administrative costs, and all other work that will be required to meet the scope of work in this RFP.

# **Proposal Review, Evaluation, and Award**

## Overview

The objective of LC State in soliciting and evaluating Proposals is to ensure the selection of a firm or individual that will produce the best possible results for the funds expended.

### All Proposals will be reviewed first to ensure that they meet the Mandatory Submission Requirements of the RFP as addressed in Sections noted with an (M). Any Proposal(s) not meeting the Mandatory Submission Requirements will be found non-responsive.

* 1. **Technical Proposal**
		1. The Technical Proposal will be reviewed first on a “pass” or “fail” basis to determine compliance with those requirements listed in the RFP with an (M) or (ME). All Proposals which are determined by LC State, in its sole discretion, to be responsive in this regard will continue in the evaluation process outlined in this Section.
		2. The Technical Proposals that pass will be evaluated and scored by a Proposal Evaluation Committee.
		3. The criteria described in the Evaluation Criteria section will be used to evaluate and score the Proposals for the purpose of ranking them in relative position based on how fully each Proposal meets the requirements of this RFP. Particular emphasis will be placed on the Offeror’s understanding of the RFP, quality of product/service, and the description of how the activities will be performed.
	2. **Cost Proposal/Pricing**
		1. Pricing will be evaluated using a cost model that offers LC State the best possible value over the initial term of the Contract. Cost evaluation will be figured by applying the Offeror supplied costs from the Cost Proposal Attachment 4 to LC State’s estimated usage, as applicable. Award will be to the responsive, responsible Offeror whose Proposal receives the highest number of points in the respective category.
		2. The scores for the Cost Proposal will be normalized as follows: The Proposal with the lowest overall total cost proposed will receive all the cost points as assigned in the Evaluation Criteria below. Other Proposals will be assigned a portion of the maximum score using the formula:

Lowest Cost / Other Proposal cost x total possible cost points.

* 1. **Evaluation Criteria**

Step 1: Technical Proposal

Mandatory Submission Requirements Pass/Fail

Business Information (Section 6) 200 points

Organization and Staffing (Section 7) 100 points

Scope of Work (Section 8) 700 points

**Step 1 Total 1000 points**

Step 2: Cost Proposal (Section 9) 200 points

 **Step 2 Total 200 points**

**Grand Total Points** **1200 points**

* 1. **General**
		1. LC State reserves the right to conduct interviews with all or some of the Offerors at any point during the evaluation process; however, the college may determine that interviews are not necessary. In the event interviews are conducted, information provided during the interview process shall be taken into consideration when evaluating the stated criteria.
		2. The college reserves the right to accept or reject any or all proposals, waive any informalities or minor technical inconsistencies, or delete any item-requirement(s) from this RFP or resulting Contract when deemed to be in the college's best interest. Representations made within the proposal will be binding on responding Offerors. The college will not be bound to act by any previous communication or proposal submitted by the Offerors other than this RFP.
		3. Negotiations with Select Offerors - at LC State’s sole option and discretion, the college may discuss and negotiate all elements of the proposals submitted by one or more selected Offerors whose proposals are within a competitive range determined by the college.
	2. **Responsibility**
		1. Pursuant to IDAPA 38.05.01.081, the RFP Lead may, in LC State’s sole discretion require the apparent high point Offeror to provide documentation to demonstrate its responsibility. The RFP Lead may request documentation including, but not limited to, credit or financial reports, and references. Failure to provide requested documentation may result in the Offeror being deemed non-responsible. Nothing herein shall prevent LC State from using other means to determine Offeror’s responsibility.
	3. **Revision of Proposals**
		1. After submission of a proposal but before the final selection of the successful proposal is made, LC State may select one or more Offerors to revise their respective proposals in order to obtain the best and final offers of such proposal.
		2. In the event, representations made by an Offeror in its revised proposal, including price, scope and consideration quotes, will be binding on the Offeror.
		3. LC State will provide each selected Offeror within the competitive range an equal opportunity for discussion and revision of its proposal.
	4. **Determination of Successful Offeror**
		1. LC State may make the selection of the successful proposal based on the proposals initially submitted, without discussion, clarification or modification. In the alternative, college may make the selection of the successful proposal based on negotiation with any of the Offerors.
		2. LC State is not obligated to select the Offeror offering the most attractive economic terms if that Offeror's proposal is not the most advantageous to the college overall, as determined by the college.
		3. LC State will maintain in its files concerning this RFP, a written record of the basis upon which a selection, if any, is made by the college.
	5. **Award**

LC State will award a contract(s) to the high point responsive responsible offeror(s), or whatever is in the best interest of the college.

* + 1. LC State makes no warranty or guarantee that an award will be made as a result of this RFP.
		2. The Offeror(s) deemed to be fully qualified and best suited among those submitting written proposals and/or presentations/demonstrations will be identified based on the evaluation factors stated throughout the response instructions and specification sections. Negotiations may be conducted with any or all Offerors. After negotiations are completed with Offerors, LC State shall select and notify the Offeror(s) which has, in LC State’s opinion, made the best proposal, and award the contract to take effect on the dates negotiated with Offeror(s). LC State reserves the right to judgment concerning quality of service and the Offeror's capability to service the agreement.
		3. Affiliated Institution - Any State of Idaho public higher education institution ("Affiliated Institution") may elect to utilize the Award from this RFP to purchase goods or services from the Awarded Offeror. In the event of such election, the Affiliated Institution agrees to be bound by the terms of this Contract as if it were an original party hereto.
		4. LC State will use commercially reasonable efforts to avoid public disclosure of the contents of a proposal prior to selection of the Offeror.
	1. **Rejection of Proposals**

LC State reserves the right to (i) enter into an Agreement for all or any portion of the requirements and specifications set forth in this RFP; (ii) reject any and all proposals and re-solicit proposals; or (iii) reject any and all proposals and temporarily or permanently abandon this selection process, as the college deems to be in the best interests of the college.

# **ATTACHMENT 1 – OFFEROR QUESTIONS**

**RFP #24-1216 Elevator Maintenance and Repair Services**

**Instructions:**

DO NOT IDENTIFY OFFEROR’S NAME OR COMPANY’S NAME OR PRODUCT NAMES OF INTELLECTUAL PROPERTY IN RESPONSES.

ADD ROWS BY HITTING THE TAB KEY WHILE WITHIN THE TABLE AND WITHIN THE FINAL ROW.

The following instructions must be followed when submitting questions using the question format on the following page.

1. DO NOT CHANGE THE FORMAT OR FONT. Do not bold your questions or change the color of the font.
2. Enter the RFP section number that the question is for in the “RFP Section” field (column 2). If the question is a general question not related to a specific RFP section, enter “General” in column 2. If the question is in regards to a Term and Condition or a Special Term and Condition, state the clause number in column 2. If the question is in regard to an attachment, enter the attachment identifier (example “Attachment 1”) in the “RFP Section” (column 2), and the attachment page number in the “RFP page” field (column 3).
3. Do not enter text in the “Response” field (column 5).
4. Once completed, this form is to be e-mailed per the instructions in the RFP. The e-mail subject line should reference RFP number followed by “Questions.”

**RFP #24-1216 Elevator Maintenance and Repair Services**

| **Question** | **RFP Section** | **RFP Page** | **Question** | **Response** |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |
| 13 |  |  |  |  |
| 14 |  |  |  |  |
| 15 |  |  |  |  |
| 16 |  |  |  |  |
| 17 |  |  |  |  |
| 18 |  |  |  |  |
| 19 |  |  |  |  |
| 20 |  |  |  |  |
| 21 |  |  |  |  |
| 22 |  |  |  |  |
| 23 |  |  |  |  |

# **ATTACHMENT 2 – MODIFICATION AND EXCEPTION FORM**

**RFP #24-1216 Elevator Maintenance and Repair Services**

**Instructions:** Complete this form and submit with your RFP submittal if you are proposing modifications or taking exception to any of the requirements, terms, or conditions included in the RFP, including any documents incorporated by reference (such as the Standard Contract Terms and Conditions.) See RFP **Section 2.3** for a full explanation of the process surrounding Offeror-proposed modifications and exceptions.

Offerors must specifically address any and all proposed modifications and exceptions. Blanket requests to negotiate requirements, terms, or conditions will not be considered. Offerors must provide an explanation as to why the requirement, term, or condition should be considered non-material. Offeror must also provide a reason for the proposed modification or alternative language, specifically addressing the issues itemized in RFP **Section 2.3.**

The determination of materiality will be made at LC State’s sole discretion. Non-material modifications or exceptions may be negotiated with the apparent successful Offeror, at the discretion of LC State, and as otherwise provided in RFP **Section 2.3**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| RFP Section | RFP Requirement, Term, or Condition | Reason Requirement, Term, or Condition Should be Considered Non-Material | Proposed Modification, Alternative, or Exception | Reason for Proposed Modification, Alternative, or Exception |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# **ATTACHMENT 3 – COVER FORM**

**RFP #24-1216 Elevator Maintenance and Repair Services**

**(M) Attachment 3, Cover Form must be completed, signed, and submitted with your Proposal.** Failure to complete and submit this form may result in your Proposal being deemed non-responsive.

**Instructions:** The Proposal must include a signed copy of this cover form. Copy and paste this form onto your company letterhead, or include the following information: Offeror’s company name, mailing address, phone number, fax number, e-mail address, and name of Offeror’s authorized signer. The cover form must include the RFP Number and Title and must be signed by an individual authorized to commit the Offeror to the contents of the Proposal.

|  |  |
| --- | --- |
| **Requirement** | **Response** |
| Offeror’s corporate or other legal entity status | [ ]  Corporation [ ]  Limited Liability Corporation (LLC)[ ]  Limited Liability Partnership [ ] Sole Proprietorship [ ]  Other (specify) |
| Offeror’s Tax Identification Number | EIN: |
| Offeror’s DUNS Number | DUNS:  |
| Is Offeror a legal entity with the legal right to contract? | [ ]  Yes [ ]  No |
| Other than modifications/exceptions identified on Attachment 2, in compliance with Section 2.2of this RFP, does Offeror accept, and is Offeror willing to comply with, the requirements of this RFP and attachments, including but not limited to LC State’s Standard Terms and Conditions at <https://www.lcsc.edu/purchasing/vendors>.  | [ ]  Yes [ ]  No |
| Is Offeror in compliance with applicable equal employment regulations? | [ ]  Yes [ ]  No |
| Does Offeror affirm that it has not employed any company or person other than a bona fide employee working solely for the Offeror or a company regularly employed as its marketing agent, tosolicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Offeror or a company regularly employed by the Offeror as its marketing agent, any fee, commission, percentage, brokerage fee, gifts or any other considerationcontingent upon or resulting from the award of this contract? | [ ]  Yes [ ]  No |
| Does Offeror understand and agree that for breach or violation of the above term, LC State has the right to annul the contract without liability or, in its discretion, to deduct from the offered price the amount of any such fee, commission, percentage, brokerage fee, gifts, or contingencies.  | [ ]  Yes [ ]  No |
| Firm(s) and/or staff responsible for writing the Proposal | Names: |
| Does Offeror affirm that it is not currently suspended, debarred, or otherwise excluded from federal or state procurement and non-procurement programs? Note: vendor information is available at <https://sam.gov>. | [ ]  Yes [ ]  No |
| Does the Offeror affirm that the proposal will be firm and binding for one hundred twenty (120) days from the proposal opening date and through the duration year one (1) of the contract?  | [ ]  Yes [ ]  No |
| Does Offeror warrant that it does not knowingly and willfully employ persons who cannot legally work in this country; and that Offeror takes steps to verify that it does not hire persons who have entered our nation illegally or cannot legally work in the United States; and that any misrepresentation in this regard or any employment of persons who have entered our nation illegally or cannot legally work in the United States constitutes a material breach and will be cause for the imposition of monetary penalties up to five percent (5%) of the Contract price, per violation, and/or termination of the Contract? | [ ]  Yes [ ]  No |

Signed By:

Printed Name:

Date:

# **ATTACHMENT 4 – COST PROPOSAL**

**RFP #24-1216 Elevator Maintenance and Repair Services**

**(ME) Attachment 4, Cost Proposal must be completed and submitted with your Proposal.** The Offeror must provide a fully burdened rate which must include, **but not be limited to**, all operating and personnel expenses, such as: overhead, salaries, administrative expenses, travel, profit, and supplies. LC State must not be liable to the Offeror for any expenses Offeror pays or incurs unless otherwise agreed to in writing by LC State. Except as set forth in the Agreement, the Offeror must supply, at its sole expense, all staffing, equipment, tools, materials, and supplies to accomplish the services to be performed pursuant to the Contract.

1. **Elevator Maintenance: Elevator maintenance and repairs for each listed elevator below, tools, equipment, lubricants, materials, personnel, transportation and any additional cost associated with preventative maintenance established in the RFP.**

**Provide the elevator maintenance and repairs cost per year for elevators listed below for each year of the contract.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Manufacturer** | **Location** | **Type** | **State ID**  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| Otis | Activity Center East | Hydraulic | H000970 | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
| Otis | Activity Center West | Hydraulic | H000971 | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
| Otis | Administration West | Hydraulic | H000253 | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
| Otis | Administration Main | Hydraulic | H002702 | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
| Hobson/Dover | Mechanical Technical | Hydraulic | H000783 | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
| Otis | Thomas Jefferson Hall | Hydraulic | H000923 | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
| Schindler | Sam Glenn | Hydraulic | H001755 | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
| Otis | Meriwether Lewis | Hydraulic | H002463 | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
| Otis | Spalding Hall | Hydraulic | H002699 | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
| Otis | Student Union | Hydraulic | H000001 | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
| Hobson/Dover | Library | Hydraulic | H001305 | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
| Hobson/Dover | Reid Hall | Hydraulic | H000252 | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
| SmartRise | Center for the Arts | Hydraulic | H002580 | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
| Schindler | Clearwater Hall | Hydraulic | H000796 | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
| Thyssen Krupp | Talkington Hall | Hydraulic | H001338 | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
| Schindler | Sacajawea Hall | Hydraulic | H002040 | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
| Schindler | Schweitzer Career Technical | Traction | T001072 | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |
| **Total cost per year** | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_ |

1. **5-Year Certification**: Elevator five (5) year certification for the elevators listed below, tools, equipment, lubricants, materials, personnel, transportation and any additional cost associated with the five (5) year testing. Five (5) year elevator certification testing shall comply with current applicable Idaho code § 39, Chapter 86 for elevators.

**Provide cost per unit for 5-year certifications required during the contract for the elevators listed below.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **State ID** | **5-year due date** | **Cost per unit** |
| Thomas Jefferson Hall | H000923 | 7/13/2025 |  $\_\_\_\_\_\_\_\_\_\_\_ |
| Activity Center East | H000970 | 7/15/2025 |  $\_\_\_\_\_\_\_\_\_\_\_ |
| Activity Center West | H000971 | 7/15/2025 |  $\_\_\_\_\_\_\_\_\_\_\_ |
| Schweitzer Career Technical  | T001072 | 10/14/2025 |  $\_\_\_\_\_\_\_\_\_\_\_ |
| Meriwether Lewis | H002463 | 2/23/2026 |  $\_\_\_\_\_\_\_\_\_\_\_ |
| Clearwater Hall | H000796 | 2/23/2026 |  $\_\_\_\_\_\_\_\_\_\_\_ |
| Talkington Hall | H001338 | 2/2/2027 |  $\_\_\_\_\_\_\_\_\_\_\_ |
| Center for Arts | H002580 | 8/20/2027 |  $\_\_\_\_\_\_\_\_\_\_\_ |
| Administration Main | H002702 | 4/17/2029 |  $\_\_\_\_\_\_\_\_\_\_\_ |
| Spalding Hall | H002699 | 4/21/2029 |  $\_\_\_\_\_\_\_\_\_\_\_ |
| Sacajawea Hall | H002040 | 4/30/2029 |  $\_\_\_\_\_\_\_\_\_\_\_ |
| Sam Glenn | H001755 | 4/30/2029 |  $\_\_\_\_\_\_\_\_\_\_\_ |
| Student Union | H000001 | 4/30/2029 |  $\_\_\_\_\_\_\_\_\_\_\_ |
| Library | H001305 | 4/30/2029 |  $\_\_\_\_\_\_\_\_\_\_\_ |
| Reid Hall | H000252 | 5/1/2029 |  $\_\_\_\_\_\_\_\_\_\_\_ |
| Mechanical Technical | H000783 | 5/1/2029 |  $\_\_\_\_\_\_\_\_\_\_\_ |
| Administration West | H000253 | 5/1/2029 |  $\_\_\_\_\_\_\_\_\_\_\_ |
|  | **Total cost** | $\_\_\_\_\_\_\_\_\_\_\_ |

1. **Emergency and Callback services:** Provide the hourly labor rate for the emergency and non-emergency 24- hour Callback service defined in Section 8 Scope of Work and Deliverables, for contract years 1-5.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| Premium/Overtime Rate | $\_\_\_\_\_\_\_/hr | $\_\_\_\_\_\_\_/hr | $\_\_\_\_\_\_\_/hr | $\_\_\_\_\_\_\_/hr | $\_\_\_\_\_\_\_/hr |

1. **Additional Repair Services:** Provide the hourly labor rate for additional repair services as defined in Section 8 Scope of Work and Deliverables, for contract years 1-5.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| Additional Repair Service Rate | $\_\_\_\_\_\_\_/hr | $\_\_\_\_\_\_\_/hr | $\_\_\_\_\_\_\_/hr | $\_\_\_\_\_\_\_/hr | $\_\_\_\_\_\_\_/hr |

Company Name: \_

Signed By:

Printed Name:

Date: