

MEETING DATE: 08/28/06

AGENDA ITEM: Authorization to Solicit Requests for Proposal for the
Maintenance of Elevators at Various City Facilities.

ATTACHMENTS

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REQUEST FOR PROPOSAL

ELEVATOR MAINTENANCE AT CITY FACILITIES

August 2006

PROJECT OVERVIEW

The City of Culver City, incorporated in 1917, operates under a charter originally adopted in 1947 and has a Council/City Manager form of government. The five-member Council is elected at large. Culver City is a full-service city with its own police, fire, refuse disposal, municipal bus and other ancillary services. The City is located in the western area of Los Angeles County, generally situated north of Los Angeles International Airport, southeast of Santa Monica, south of Beverly Hills and southwest of West Hollywood. The City is 5 square miles with a residential population of approximately 41,000 and a daytime population of approximately 250,000. The City has approximately 700 employees.

The City is soliciting written proposals from qualified contractors to provide elevator maintenance services at various City facilities over a five (5) year term. The scope of service shall include but is not limited to the regular and systematic examination, cleaning, lubrication, adjusting, repair and replacement of the machine, motor, generator, hydraulic system, controller, dispatching equipment, selector, governor, hoistway equipment, structural car frame, power door operator, elevator control wiring, fixtures, safety devices, wire rope cables, lubricants/fluids and weight testing capacity.

The maintenance provided by the selected contractor shall be for a total of thirteen (13) elevators located throughout nine (9) City-owned facilities:

- Culver City City Hall (3).....9770 Culver Blvd.
- Police Department (1).....4040 Duquesne Ave.
- Public Works Yard (1).....9505 W. Jefferson Blvd.
- Veteran's Memorial Building (1).....4117 Overland Ave.
- Ivy Substation (1).....9070 Venice Blvd.
- Cardiff Parking Structure (1).....Cardiff Ave. & Venice Blvd.
- Watseka Parking Structure (1).....Watsseka Ave. & Culver Blvd.
- Ince Parking Structure (3).....Ince Blvd. & Culver Blvd.
- Transportation Department (1).....4343 Duquesne Ave.

Interested contractors will be asked to price each facility on a monthly rate basis rather than as one lump sum amount. Once an agreement is established between the City and the selected contractor, either party may terminate the agreement without cause with a thirty-day (30-day) written notice.

PROPOSAL SUBMITTAL

Proposal Due Date:

Proposals shall be delivered in one (1) original and two (2) photocopies to the contact person indicated below by no later than **2:00 PM on September 13, 2006.**

Contact Information:

Eric Mirzaian
Sr. Management Analyst
City of Culver City
Public Works Department
Maintenance Operations Division
9505 W. Jefferson Blvd.
Culver City, CA 90232
(310) 253-6410
eric.mirzaian@culvercity.org

The City of Culver City reserves the right to reject any and all proposals, to waive any informality or technical defects in any proposal, to award all or any individual part/item of the proposal and to make an award in the best interest of the City.

Proposals will not be accepted after the proposal due date and time stated above. Incomplete proposals or proposals that do not conform to the requirements specified herein may not be considered. Electronically submitted proposals will not be accepted, unless accompanied by an original and hard copies as indicated above.

SCOPE OF WORK

The selected contractor shall provide all labor, material, repair parts, tools, emergency repair and preventative maintenance required to maintain the elevators described herein and their respective equipment components in accordance with the original manufacturer's design specifications, operational efficiencies, and capacities, as well as, all applicable state and federal regulations and standards. These components shall include but not limited to:

Machine: Worm, gear, thrust bearings, drive sheave, sheave shaft bearings, brake coil, brake linings and components.

Motor: Windings, bearings, rotating elements, commutators, couplings, bearings, brushes and brush holders.

Motor Generator: Windings, bearings, rotating element, commutators, brushes and brush holders.

Hydraulic: Pump unit, valves and motors, jack unit except underground cylinders and piping.

Controller: Dispatching and power equipment, selectors, all relays, contacts, solid state components, computer components, transformers, mechanical/electrical timing devices, chokes and filters.

Dispatching Equipment: All relays, resistors, contacts, coils, leads, fuses, transformer, timing devices and solid-state components.

Selector: All electrical or mechanical drive components, selector drive tapes, cams, contacts, relays, resistors, leads, transformers, hoist way vanes and solid state components.

Governor: Sheave, bearings, shafts, contacts and governor jaws.

Hoistway Equipment: Buffers, compensating sheave assemblies, compensating cable or chains, guide rails, counterweight safeties and guide shoes, load weighing equipment seismic devices, hoistway door interlocks or locks and contacts, hoistway door hangers and tracks, hoistway limit switches, slowdown switches, and leveling switches.

Structural Car Frame: Safeties, guide shoes.

Power Door Operator: Car and hoistway door hanger tracks and rollers, car opening protective devices, door auxiliary closer, door jibs and door interlocks.

Elevator Control Wiring: Located in the machine room, hoistway, and car including the traveling cables.

Fixtures: Car and hall operating buttons, contacts and signal bulbs, key switches and locks and lamps and sockets of button stations, hall lanterns, position indicators, and direction indicators. Replacement of signal fixture bulbs is to be performed during regular examinations or otherwise be billed separately at standard billing rates.

Furnish: Lubricants and hydraulic fluid. Contractor shall keep the guide rails free of rust where roller guides are used and properly lubricated when sliding guides are used. Renew guide shoe rollers and jibs as required to insure smooth and satisfactory operation.

Safety Devices: Will be periodically examined.

Wire Rope Cables: Will be renewed as often as necessary to maintain an adequate factor of safety. Tension and hoist cables shall be equalized as well. Traveling cables and compensating chains or cables shall be maintained as well.

Parts Inventory & Lubricants: Selected contractor shall maintain a supply of frequently used replacement parts and lubricants required for routine maintenance. Replacement parts furnished under the proposed Agreement will be original equipment manufactured or parts specifically selected by the selected contractor for use on the elevator units. All replacement parts will be new or refurbished to current standards. In the event the proposed Agreement is terminated for any reason whatsoever, the City shall provide the selected contractor access to the premises where the equipment is

located to allow for the removal of any spare parts or tools stored by the selected contractor.

Operational Characteristics: The selected contractor shall maintain optimal operational characteristics of the equipment including door operation, car speed floor leveling, and ride quality as determined by the original equipment design, age of equipment and building use type. The selected contractor shall also examine, adjust, clean and lubricate the equipment as set forth above.

Documentation: The selected contractor shall maintain a record of examinations, callbacks and repairs for each elevator unit. Contractor shall be responsible for notifying the City, in writing, of the existence or development of any defects in, or repairs required to, the elevator equipment that he does not consider being his responsibility under the terms of the contract. Contractor shall furnish the City with a written estimate of the cost to correct any such defects or make the required repairs. The City reserves the right to make the final determination concerning the responsibility for such defects, corrections or repairs.

Callback Service: The selected contractor shall respond promptly to all emergency callbacks during regular working hours, Monday through Friday (8:00 am to 4:00 pm), except holidays, recognized now and hereafter by the local elevator union. Covered repairs will be performed only during regular working hours. The selected contractor shall absorb the worked hours at straight time rates and the City will be charged for the overtime premium portion only.

Excluded Maintenance: The selected contractor shall not be responsible for upgrading equipment to meet changes in Code requirements as may be recommended or directed by insurance companies, federal, state, local or other Governmental authorities. The Contractor is not responsible for hydraulic cylinders, plungers and piping which are buried and are not maintainable.

Contractor shall not be required by this agreement except as herein noted, to make renewals or repairs necessitated by proven negligence or misuse of the equipment by persons other than the Contractor, his representative and employees, or by reason of any other proven cause except for normal wear and tear, beyond the control of the Contractor.

PROPOSAL REQUIREMENT & FORMAT

Required information to be provided by Proposer:

- A. Company Profile: Identify the legal name, address, telephone and fax number of your firm.
- B. Qualifications: At a minimum, eligible proposers will have qualifications in the maintenance, repair and inspection of public elevators, knowledge of state

codes and regulations, and equipment necessary to undertake the work required under this RFP.

- C. Scope of Services: Describe the recommended scope of service to be performed by your firm that clearly displays an understanding of the project as described in the "Scope of Work" section of this RFP. Additionally, specific items that will not be maintained by proposers shall be clearly indicated in the proposal.
- D. References: Provide a minimum of five (5) references the City may contact concerning your performance on other similar elevator maintenance contracts.
- E. Claim History: Provide information on any legal judgments or claim settlements your firm and any individual has had in the past 5 years against any public or private entity for whom it provides service, with an explanation of their disposition.
- F. Schedule of Fees: Provide a monthly fee-based proposal for each facility to provide the services you have outlined in response to the items above. If separate from the monthly fee-based proposal, proposals should include hourly rates for emergency callback services.
- G. Proof of the Following Minimum Insurance Coverage:
 - General Liability including coverage of premises, products and complete operations, independent contractors/vendors, personal injury and contractual obligations with combined single limits of coverage of at least \$1,000,000 per occurrence.
 - Automobile Liability, including owned, non-owned and hired vehicle of at least the following limits:
 - a. Primary bodily injury with limits of at least \$500,000 per person; \$500,000 per occurrence; and
 - b. Primary property damage of at least \$500,000 per occurrence; or
 - c. Combined single limits of \$500,000 per occurrence.
 - Worker's Compensation insurance as required by the Labor Code of the State of California.
 - Proof that if selected, your insurance carrier will execute the attached City of Culver City Special Endorsement. If an additional fee will be charged by your insurance carrier, then you must include that in your fee based proposal.

Any changes in the scope of work resulting in a contract increase or decrease in fee shall be approved by the Public Works Director in writing prior to commencement of actual change in work. No fee adjustment will be allowed unless said prior approval is authorized exclusively in writing by the City, without explanation.

METHOD OF SELECTION

Evaluation of proposals will be made in accordance with the following criteria:

A. Qualifications, Business History, and Past Performance

- 1) Suitability of the proposer and all of its sub-consultants to perform preventative maintenance and repair of elevators.
- 2) Demonstrated competence, education and experience of the proposer.
- 3) References that justify items 1 and 2.

B. Responsiveness

- 1) Responsiveness to this RFP and the completeness of the information provided.
- 2) Ability to respond to the City's requirements, safety record, financial capability, insurance coverage and ability to provide a skilled work force.

C. Proposal Price

- 1) A low monthly price per facility is desirable.
- 2) The City reserves the right to reject any or all proposals and shall not be liable for any expenses or costs incurred by proposers in preparing their proposals.
- 3) The City shall also have the right to accept or reject alternates in any order or combination, unless otherwise specifically provided in these specifications.

Final evaluation scores will be calculated using the scoring system described above, and the proposer with the highest final score will be awarded the contract.

The City reserves the right to reject any and all proposals. Results of the proposal review process will be utilized to establish a preliminary ranking of the proposers. The City may interview the top ranked candidates and may negotiate the fee and scope of work. If an agreement can not be reached with the top candidate, negotiations with subsequent candidates will be undertaken until an agreement is reached.

PROJECT SCHEDULE (Dates subject to change)

RFP Release Date	August 29, 2006
Proposal Due Date	September 13, 2006 @ 2:00 PM
Council Approval for Award of Contract	September 25, 2006 @ 7:00 PM

ATTACHMENT – A

ELEVATOR LOCATIONS & SUMMARY

City Hall

- (2) 5-stop, Dover Passenger Hydroelectric, 2,500 lb capacity
- (1) 5-stop, Dover Passenger/Freight Hydroelectric, 4,500 lb capacity

Police Department

- (1) 3-stop, Dover Passenger Hydroelectric, 2,100 lb capacity

Public Works Yard

- (1) 2-stop, Dover Passenger Hydroelectric, 2,100 lb capacity

Veterans Memorial Building

- (1) 2-stop, Westinghouse 1951, Passenger Traction (overhead), 2,000 lb capacity

Ivy Substation

- (1) 2-stop, Montgomery Passenger Hydroelectric, 2,500 lb capacity

Cardiff Parking Structure

- (1) 6-stop, Schindler Passenger Hydroelectric, 2,500 lb capacity

Ince Parking Structure

- (3) 5-stop Duplex, Schindler Passenger Hydroelectric, 3,500 lb capacity

Watseka Parking Structure

- (1) 5-stop, U.S. Elevator Passenger Hydroelectric, 2,000 lb capacity

Transportation Department

- (1) 2-stop In-Line, Precise Passenger Hydroelectric, 2,000 lb capacity