

**Request for Quotes
Elevator Maintenance
RFQ 19-2017/2018**



PENSACOLA
S T A T E C O L L E G E

Due: May 31, 2018 @ 2:00 PM, Local Time

Questions due: May 18, 2018 @ 2:00 PM, Local Time

Pensacola State College hereby extends an invitation to quote on Elevator Maintenance for Pensacola State College as specified in this quotation request.

All terms and conditions, included hereafter, are part of this quotation request. Any quotation failing to comply with all of these terms and conditions may not be accepted. Rights are reserved to reject any and all quotations and to waive any and all technicalities.

Directions for submitting quotations include the following:

1. All quotations must be mailed or delivered to the attention of the Director of Purchasing and Auxiliary Services, and be received in the Purchasing and Auxiliary Services Office, Pensacola State College, Building 7, Room 737, 1000 College Boulevard, Pensacola, Florida 32504, faxed to (850)484-1839, hand delivered or e-mailed to purchasing@pensacolastate.edu no later than 2:00 P.M., local time, May 31, 2018 and shall be clearly marked, on cover sheet (fax), envelope or Subject line of e-mail, “REQUEST FOR QUOTATION 19-2017/2018- ELEVATOR MAINTENANCE”.
2. Price, quality, specifications and time of guaranteed delivery will be determining factors in the awarding of this quotation.
3. All quotation prices shall be F.O.B. Pensacola State College.
4. All quotations shall be submitted on the quotation form, herein included, and shall be properly signed by an authorized representative of the firm or entity submitting the quotation.
5. In the event of an error in extending the total cost of any item, the unit price submitted will prevail.
6. Sales to Pensacola State College are exempt from state sales tax. State sales tax certificate of exemption number 85-8012557294C-2 will be issued upon request.
7. The successful vendor shall provide appropriate insurance as indicated hereafter:

(a) Valid workmen's compensation insurance as required by Chapter 440, Florida Statutes;

(b) General public liability insurance against bodily injury, personal injury, and property damages, in limits of not less than \$1,000,000 per claimant, and \$2,000,000 per incident or occurrence. The District Board of Trustees, Pensacola State College, Florida shall be named as an additional insured on the contractor's policy.

(c) Automotive liability insurance for all owned, hired and non-owned autos against bodily injury and property damage, in limits of not less than \$200,000.00 each occurrence; \$300,000.00 per aggregate.

(d) Certificates evidencing that all of the previously listed insurance is in force shall be forwarded to the Purchasing and Auxiliary services office prior to any work beginning. The Certificate of General Public Liability Insurance shall list The District Board of Trustees, Pensacola State College, Florida, as additional insured.

1.01 SCOPE:

The intent of these provisions is to establish a firm price, for complete maintenance and repair, including inspections, adjustments, and replacement parts for the elevator equipment as shown in the schedule and location summary listed herein.

1.02 MANNER AND TIME OF CONDUCTING WORK:

The successful respondent will provide the Director, Physical Plant, with a twelve (12) month schedule of dates for routine cleaning and maintenance at the Pensacola, Milton, Warrington Campuses, South Santa Rosa and the Downtown Centers. Prior to commencing monthly service work or trouble call work, contact Greg Oliver, Maintenance Services Manager at 850-484-4515.

Completed work will be verified by the above individuals on contractor's work tickets. Signed work tickets will be submitted with monthly invoices.

The Contractor shall respond to trouble calls within Four (4) hours.

The contractor shall use trained elevator mechanics. The contractor and maintenance personnel shall use all reasonable care to maintain the elevator equipment in proper and safe operating condition. Routine work required for the performance of the contract shall be performed during regular working hours of regular working days as established by the contractor and the elevator trade, and satisfactory to the College.

1.03 INSPECTION OF PREMISES:

An inspection of the premises prior to submitting quotes, to determine the complete scope of the service to be rendered on each elevator involved is recommended. Failure to do so will in no way relieve the successful vendor from the necessity of furnishing any materials or performing any labor that may be required to complete the work in strict accordance with the specifications. Contact Greg Oliver at 850-484-4515 to schedule the inspections.

1.04 CANCELLATION:

The College reserves the right to cancel any agreement, resultant of this bid, upon thirty (30) days written notice.

1.05 TERM:

The College reserves the right to terminate the agreement at the end of one (1) year period as per Florida State Statutes Section 237.161 or to renew the contract for successive one (1) year periods, for a total of four (4) additional years, at its option. Any price adjustment requests must be submitted in writing by April 1, of each fiscal year, to the Director of Purchasing and Auxiliary Services, in order to be considered for the following fiscal year. Renewals shall be contingent upon satisfactory performance evaluations by Pensacola State College and subject to the availability of funds.

1.06 INVOICES:

Invoices shall be submitted on a monthly basis for the previous month, and be accompanied with written copies of monthly service tickets, and any deficiencies found during routine service shall be annotated on the service ticket and explained to owner.

1.07 SUBMITTALS:

The following items shall be submitted with your quote in order to be considered.

- A. A copy of your Business License, and the State of Florida Certification number;
- B. A list of at least four (4) owners of like equipment for whom your firm has provided maintenance services during the last three years shall be included with your quote. Please list the name, address, telephone number, contact person, and date of last service provided for each reference included.

2.01 SPECIFICATIONS:

The Elevator Service Company will furnish full maintenance service on the elevator systems located at various locations of Pensacola State College.

It is the intent of this agreement, that the elevator service company will perform a, full maintenance service, including all parts and labor. Under this agreement, the elevator service company will service the entire elevator systems on the terms and conditions subsequently set forth herein. The elevator service company will use trained personnel to perform the services.

The elevator service company will monthly inspect, adjust, lubricate, as required, and repair and/or replace the following: relays, contacts, switches, solids state devices, wiring, plunger seals, door gibbs, door roller wipers. Lubricate guide rails. Repair and or/replace car and guide shoe liners.

The elevator service company will service, clean, repair and replace the following accessory elevator equipment: Signals, signal lights, interlocks, door hangers, door closers, door operator motor, safety edges, switches, wiring and cab lighting.

The elevator service company shall monthly test telephone, alarm bell, door open button, fire service, emergency lighting, door closing force and photo edges.

The elevator service company will furnish all oil, grease and other lubricants properly compounded for various elevator applications, and necessary cleaning materials for the equipment, clean all equipment, hoist ways and machine rooms and keep same in good order, maintain accurate service records in the elevator equipment rooms and fulfill the maintenance requirements of ASME A17.1.

The elevator service company will document any changes or upgrades to the elevator equipment and provide this documentation to the College.

The elevator service company shall provide owner with written copies of monthly service tickets. Any deficiencies found during routine service shall be annotated on the service ticket and explained to owner.

The College may choose to use the elevator service company for repairs not included in this agreement. The service provider will make these repairs based upon an established hourly rate, which does not include travel time to and from the site, plus materials at a cost based upon the defined percentage markup from the service company's cost. These costs will be submitted with any invoices for excluded services.

Emergency phone in the car is not covered by this contract. Owner must maintain a dedicated phone line that is answered live 24/7 in case of emergency.

This agreement includes call back service during regular working hours, 8am to 5pm Monday – Friday. If service is requested during overtime hours and the call is excluded in this contract, there will be a 2 hour minimum service fee.

And under no circumstances shall the owner be liable for consequential damages.

The elevator service company will coordinate and perform the annual pressure test. A re-certification inspection as per the Florida Elevator Code will be performed by a Florida Certified Elevator Inspector and paid by the College.

QUOTE FORM

ITEM QTY	Pensacola State College Elevators	Unit Price Per Year
1. 1 Each	Classroom – Building 1	
2. 1 Each	Registration – Building 2	
3. 1 Each	Liberal Arts – Building 4	
4. 1 Each	Student Affairs – Building 6	
5. 1 Each	Administration – Building 7	
6. 1 Each	Business Education – Building 10	
7. 1 Each	Adult High School – Building 11	
8. 1 Each	Cosmetology Department – Building 12	
9. 1 Each	Social Studies – Building 14	
10. 1 Each	Career Development – Building 17	
11. 1 Each	Library – Building 20	
12. 1 Each	Science and Advanced Technology – Building 21	
13. 1 Each	WSRE-TV – Building 23	
14. 1 Each	College Center – Building 96	
15. 1 Each	Pace Center – Building 98	
16. 1 Each	Health Related Education – Building 3100 – Warrington Campus Elevator One	
17. 1 each	Health Related Education – Building 3100 – Warrington Campus Elevator Two	
18. 1 Each	Arts and Sciences – Building 3400 – Warrington Campus	
19. 1 Each	Health Sciences – Building 3700 – Warrington Campus Elevator One	
20. 1 Each	Health Sciences – Building 3700 – Warrington Campus Elevator Two	
21. 1 Each	Life Fitness Center – Building 4000 – Milton Campus	
22. 1 Each	Downtown Center - 418 W. Garden St (cable hoist)	
23. 1 Each	South Santa Rosa Center - 5075 Gulf Breeze Pkwy, Gulf Breeze, FL 32563	

GRAND TOTAL	
Hourly Rate for repairs excluded in the scope of work	
% Markup from service company's cost for materials excluded in the scope of work	

Corporate Name		DBA Name (if applicable)	
Purchasing Address	Street/PO Box		City
	State		Zip
	Email Address		
Remit to Address	Street/PO Box		City
	State		Zip
	Email Address		
Contact Person	Name		Phone #
	Email Address		
Address of Parent Company (if applicable)	Street/PO Box		City
	State		Zip
Check applicable boxes for ownership of company			
<input type="checkbox"/> Black American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Asian Pacific American <input type="checkbox"/> Asian Indian American <input type="checkbox"/> Native American <input type="checkbox"/> Woman-Owned <input type="checkbox"/> Disabled Veteran			
Attach current MBE/WBE Certifications			
_____ Authorized Agent Name			
_____ Signature		_____ Date	

CERTIFICATION OF DRUG-FREE WORKPLACE PROGRAM

Whenever two or more quotes which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a quote received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie quotes will be followed if none of the tied vendors have a drug-free workplace program, or if all of the tied vendors have drug-free workplace programs. In order to have a drug-free workplace program a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under quote a copy of the statement specified in subsection (1).
- (4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under quote, the employee will quote by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

SIGNATURE OF VENDOR REPRESENTATIVE:

TYPED OR PRINTED NAME VENDOR REPRESENTATIVE:

QUOTING FIRM OR ENTITY NAME:
