





**NON-MANDATORY PRE-BID MEETING & TOUR**  
**May 31, 2018 AT 1:00 PM**  
**CITYWIDE ELEVATOR MAINTENANCE 2018**  
**ITB No. 0118-1720**

**PURPOSE OF PRE-BID MEETING:**

- Introductions
- Review Bid / Contract Requirements
- Review Project Scope

**INTRODUCTION:**

City Staff: Kirk Zimmerman, Buyer  
Eric Miller, Project Manager

**DISCUSSION:**

1. Non-Mandatory Pre-Bid Conference for **ITB 0118-1720, CITYWIDE ELEVATOR MAINTENANCE 2018**. Attendees, please sign registration roster. *Please print clearly!*
2. Submit one original Bid to the Purchasing Division; 301 S. Ridgewood Ave., Room 146, Daytona Beach, FL 32114 at **2:00 pm. sharp on June 21, 2018**. No Proposals will be accepted after **2:00 pm**.
3. All questions or requests for interpretation must be submitted in writing to Kirk Zimmerman, Buyer at **Fax Number (386) 671-3964** or via email to **[purchasing@codb.us](mailto:purchasing@codb.us)**. All clarifications or corrections to the solicitation documents will be accomplished by written Addendum to all those currently listed as being in possession of the ITB. To be given consideration, such requests should be received 10 days prior to the Bid Opening Date.
4. The City of Daytona Beach Commissioners reserves the right to accept or reject any or all Bids.
5. Bid format:
  - Fill out in ink, initial any corrections, redlines, etc. and properly execute.
  - Submit one original
  - Acknowledge receipt of any and all addenda on the Bid Proposal Form.

6. Bidders must indicate the following on the OUTSIDE of their sealed bid envelope:
  - ITB Number –0118-1720
  - Date of Opening – June 21, 2018
  - Name of Bidder
  - Return Address of the Bidder
7. DRUG FREE WORKPLACE: The awarded firm must provide the Drug Free Workplace Form in accordance with Florida Statute 287.087, prior to Contract award.
8. Proposers should be aware of The City of Daytona Beach's Minority Business Enterprise (MBE) requirements contained in Chapter 30, Purchasing Code.
9. REFERENCES: The contact person(s) listed as a reference shall be someone who has personal knowledge of the contractor's performance during the referenced project. Contact persons must have been informed that they are being used as a reference and that the City may be calling them. More than one person can be listed but all must have knowledge of the project. DO NOT list principals or officers who will not be able to answer specific questions regarding the project.
10. LOCAL PREFERENCE: Local preference is applicable to this project. Chapter 30 of the City's Code of Ordinances defines "local vendor" and outlines the procedure for requesting best and final offers from the low bidder and the lowest priced local vendor within 10% of the low bid. Bidders claiming Local Preference must complete and submit the Local Preference Affidavit with their Bid.
11. City Commission has the sole authority to bind the City to the terms and conditions of a contract.
12. RESERVED
13. RESERVED
14. BOND REQUIREMENTS: No bond requirements for this project.
15. Insurance Provisions: Commercial General Liability, Auto Liability, limits not less than \$1 million/occurrence; with general aggregate not less than \$2 million. City named as additional insured for Commercial General Liability. Statutory Workers' Compensation limits not less than \$500,000/accident.
16. Special Instructions:
  - SI 1. NON-EXCLUSIVE CONTRACT. Award of this Contract will impose no obligation on the part of the City to use the successful bidder for all work of this type that may be required during the Contract period. This is not an exclusive contract. The City specifically reserves the right to concurrently contract with other companies

for similar work if the City deems such action to be in the City's best interests. In the case of multiple term contracts, this provision will apply separately to each item.

## SI 2. BIDDER QUALIFICATIONS AND REQUIRED SUBMISSIONS

(a) Minimum Qualifications. In order to be considered qualified to perform the requested services, the Bidder must have all required permits, must have an active, permanent, and successful operation within the State of Florida for a minimum of three years prior to the date of submission of bids, and must otherwise have sufficient organizational capacity, equipment, and facilities to provide the requested services.

### 17. RESERVED

18. Bid Schedule / Bid Alternates: (see attached)

19. Addenda issued to date:

20. SCOPE DISCUSSION by Eric Miller, Project Manager:

**1.3.1** Inspection will consist of a total system inspection, lubrication and adjustment including but not limited to:

1. Control and landing positioning
2. Signal fixtures
3. Machine drives, motors, governors, sheaves and ropes
4. Power units, pumps, valves and jacks
5. Car and hoistway door operation and protection equipment
6. Load weighers, car frames, and platform counterweights
7. Safety Mechanisms
8. Cables
9. Other applicable systems
10. Perform and maintain record of completion of monthly maintenance of firefighter services per ASME
11. Replace cab lighting

**1.4.5** The Contractor will make all repairs necessary due to normal wear and tear. The City will pay for repairs due to abuse or misuse and will obtain competitive prices for repair of this nature. The Contractor will notify the City in advance of such needed repairs and will provide a written estimate of cost. **The Facilities Maintenance Division will be notified before any work other than general contracted maintenance occurs.**

### **1.9** Service Reports

Each time equipment is serviced, inspected, repaired, etc., either emergency or regular, a service report on an approved form will be submitted to the Operations Project Manager or his/her designee at 950 Bellevue Avenue, Daytona Beach, FL 32114, along with the invoice.

Service reports will include the date the work was performed, a description of the work performed and the equipment along with the building name. Acceptance of work is subject to approval by the Operations Project Manager or designee. Signing of service reports will not be considered approval. Electronic submittal will be acceptable provided service report includes all of the above-mentioned information and the submittal format is pre-approved by the Facilities Maintenance Division.

**Invoices will not be paid until all monthly service reports for each facility have been received by the Operations Project Manager, or their designee at 950 Bellevue Avenue – Building 4, Daytona Beach, FL 32114.** To confirm that all reports and invoices have been received and approved to be processed for payment contact 386-671-8726.

**21. ELEVATOR CARAVAN SCHEDULE:**

* City Hall	301 S Ridgewood Ave.
Halifax Plaza	125 Basin Street
Jackie Robinson Ballpark	105 E Orange Ave
* City Pier-Joe's Crab Shack	1200 Main Street
Bandshell	70 Boardwalk
Peabody Auditorium	600 Auditorium Dr
Police Department	129 Valor Blvd
Tennis Center	1 Deuce Court

**MEETING NOTES:** \_\_\_\_\_

\* Attendees only desired to view two locations

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