



Request for Proposal

For

Elevator Maintenance and Emergency Monitoring

For The

**Whitfield County Schools
Department of Logistics and Procurement
1030 Hill Road
Dalton, GA 30721**

RFP # WCS-LG-2016-005

March 23, 2016

SECTION 1.0
NOTICE TO INTERESTED COMPANIES

Product / Service: **Elevator Maintenance and Emergency Monitoring**

1.1 Owner: **Whitfield County Board of Education
1306 South Thornton Ave.
Dalton, Georgia 30721**

1.2 Representative of Owner: **Jim Fugate
Director of Logistics and Procurement**

1.4 Anticipated Time Frames:

Issue RFP to market	March 23, 2016
Pre-Proposal meeting	March 30, 2016
Questions on RFP due	April 11, 2016
Response to questions posted	April 13, 2016
RFP responses due in Procurement Office by 2:00pm	April 20, 2016
Proposal Evaluations	April 21, 2016
Vendor Presentation/Interview	April 22, 2016
Recommendation to Whitfield County Board	May 2, 2016

END OF SECTION

SECTION 2.0
RFP # WCS-LG-2016-005
Page 2 of 11

GENERAL INSTRUCTIONS

- 2.1 All questions and comments should be sent in writing to: jim_fugate@whitfield.k12.ga.us
- 2.2 Proposals must be submitted to:
- Jim Fugate
Director of Logistics and Procurement
1030 Hill Road
Dalton, Georgia 30721
OR
jim_fugate@whitfield.k12.ga.us
- 2.3 Proposals must arrive no later than 2:00p.m. (EST) on **Wednesday April 20, 2016**. Proposed systems / services will be evaluated by a team representing the different departments involved within Whitfield County Schools and a decision will be reached by consensus of all parties involved as to the suitability and appropriateness of the system / services. All companies who submit a proposal will be notified of the final award.
- 2.4 This proposal is based on available funding; therefore, work cannot begin until Whitfield County Schools has issued a PO.
- 2.5 Full cost of preparation is to be borne by the quoting company.
- 2.6 Proposals must be signed in ink by a company official with authorization to commit company resources.
- 2.7 The Whitfield County Board of Education reserves the right to reject any or all proposals and to waive informalities and irregularities in proposals received, or to select one that the Board considers the most advantageous for the Board.
- 2.8 The Board shall pay the firm for services when these services have been completed and signed off by the Director of Logistics and Purchasing.
- 2.9 The site and any building located thereon should be thoroughly examined in relation to conditions that might directly or indirectly affect the work required in this proposal. The proposal sum shall reflect all such affecting conditions. Vendors shall be responsible for verifying all dimensions that may affect the work.
- 2.10 Brand Names: Any reference to brand name and numbers in the proposal is descriptive. Unless the vendor specifies otherwise in his proposal, it is understood that the vendor is offering a referenced brand item as specified in the Request for Proposal. Whitfield County Schools reserves the right to determine whether a substitute offer is equivalent to and meets the standards of quality indicated by the brand name referenced; and Whitfield County Schools may require a vendor offering a substitute to supply additional descriptive material and a sample. When

merchandise received from a successful vendor is not considered to be an equal by the requisitioner, it will be returned to the vendor, shipping charges collect.

- 2.11 All prices proposed are to be FOB delivered to Whitfield County Schools unless another FOB point is stated by Whitfield County Schools. The vendor must assume all responsibility for damage in transit.
- 2.12 Whitfield County Schools will reserve the right to have a 30 day grace period for quality testing from the date of delivery. Hardware or software that doesn't perform to expectation will be returned at the expense of the vendor.
- 2.13 WAIVER – PROPOSER AGREES TO WAIVE ANY CLAIMS IT HAS OR MAY HAVE AGAINST THE WHITFIELD COUNTY SCHOOLS, ITS BOARD, EMPLOYEES, AGENTS, MEMBERS, REPRESENTATIVES AND LEGAL COUNSEL, ARISING OUT OF OR IN CONNECTION WITH THE: (1) ADMINISTRATION, EVALUATION, RECOMMENDATION OR SELECTION OF ANY PROPOSAL OR QUALIFICATIONS; (2) WAIVER OF ANY REPRESENTATIONS UNDER THE PROPOSAL OR DOCUMENTS; (3) APPROVAL OR REJECTION OF ANY PROPOSAL OR QUALIFICATIONS; AND (4) AWARD OF A CONTRACT.

END OF SECTION

SECTION 3.0
PROPOSAL FORM

For The General Proposal for the Product: Elevator Maintenance and Emergency Monitoring

ADDRESSED TO: Jim Fugate
Whitfield County Schools
1030 Hill Road
Dalton, Georgia 30721

Dear Jim Fugate,
Having carefully examined the Request for Proposal

Titled: Elevator Maintenance and Emergency Monitoring

Dated: March 23, 2016

Having also examined/understood the site of the work, existing conditions, and all other conditions affecting the work on the above-named project, the Undersigned hereby proposes to furnish all materials, labor, equipment, tools, transportation, services, licenses, fees, permits, etc., required by said document to complete all divisions of the Work stipulated above for the sum included in this proposal.

Respectfully submitted:

Contractor/Vendor (Company Name)

Representative (Name and title)

Signature

Business Address

Federal I.D. Number

END OF SECTION

RFP # WCS-LG-2016-005

SECTION 4.0
SELECTION CRITERIA

Selection of the company and system will be based on the following standards. Four rubrics will be used to assist with the selection of the company. The rubrics will deal with 1. proposal, 2. cost, 3. technical, and 4. references.

PROPOSAL CRITERIA

- A. Proposal submitted on time.
- B. Requirements met as included in Section 5.0 Proposal Requirements.
- C. Requirements met as included in Section 6.0 System / Services Requirements.

COST

- A. Determination based on price proposal.

TECHNICAL

- A. Determination based on specifications included in Section 6.0 System Requirements.
- B. Appropriateness for the tasks required.
- C. Ease of use, flexibility, extensible nature and overall capabilities of the system.

REFERENCES

- A. Information received from contacting references.

Whitfield County Board of Education reserves the right to make its selection of an approved company based on what it deems to be in the best interest of Whitfield County Board of Education. The Request for Proposal does not in any way obligate Whitfield County Board of Education to award a contract, nor to pay any cost which might be incurred by anyone in responding to this request.

END OF SECTION

SECTION 5.0
PROPOSAL REQUIREMENTS

Proposal Requirements:

The proposal must include the following items in a systematic organization in order specified to be considered a complete proposal:

- A. Proposal form from Section 3.0.
- B. A brief statement of the general background and capabilities of the firm submitting the proposal.
- C. One reference: including phone numbers, addresses, and contact person. This reference should be someone who has received and used the same product/s or services.
- D. An expression of agreement to meet or exceed specifications outlined in this RFP.
- E. Price proposal should include initial year cost to include any hardware, software and/or services required to meet proposal requirements, provide a functional system and the cost of subsequent year's support and maintenance agreements.
- F. The total cost should be broken down to include an itemized list including unit cost of products requested in this RFP. The total cost should include shipping, delivery, installation, training and any other costs of products and materials associated with providing a functional system.
- G. Provide a copy of any product guarantees and warranty information.

There is a Mandatory Pre-Bid meeting to visit and inspect all units covered on this RFP. The meeting will be held at 9:00am on Wednesday March 30, 2016 in the Procurement Offices of Whitfield County Board of Education located at:

**1030 Hill Road
Dalton, GA 30721**

The meeting will conclude after visiting all site locations and units to be covered.

END OF SECTION

SECTION 6.0
SERVICE MINIMUM REQUIREMENTS

The following requirements are not to be considered all inclusive. If you know of an area not covered, please include for our consideration. Especially in any area that might be considered a safety concern.

PERFORMANCE

EMERGENCY MONITORING

Vendor must provide 24/7 emergency phone monitoring at their call center for entrapment / emergency response for all elevators.

ELEVATOR MAINTENANCE

Vendor will systematically examine, maintain, adjust and lubricate the equipment described below. In addition, unless specifically excluded elsewhere, Vendor will repair or replace the following if the repair or replacement is, in Vendor's judgment, necessitated by normal wear and tear:

HYDRAULIC ELEVATORS

RELAY LOGIC CONTROL SYSTEM

All control system components.

MICROPROCESSOR CONTROL SYSTEM

All control system components. System performance examinations will be conducted to ensure dispatching and motion control systems are operating properly.

POWER UNIT

Pump, motor, valves and all related parts and accessories.

HYDRAULIC SYSTEM ACCESSORIES

Exposed piping, fittings and accessories between the pumping unit and the jack, jack packing, hydraulic fluid, and any heating or cooling elements installed by the original elevator equipment manufacturer for controlling fluid temperature.

CAR EQUIPMENT

All elevator control system components on the car.

WIRING

All elevator control wiring and all power wiring from the elevator equipment input terminals to the motor.

HOISTWAY AND PIT EQUIPMENT

All elevator control equipment and buffers.

RAILS AND GUIDES

Guide rails, guide shoe gibs, and rollers.

DOOR EQUIPMENT

Automatic door operators, hoistway and car door hangers, hoistway and car door contacts, door protective devices, hoistway door interlocks, door gibs, and auxiliary door closing devices.

MANUAL FREIGHT DOOR EQUIPMENT

Switches, retiring cams, interlocks, guide shoes, sheaves, rollers, chains, sprockets, tensioning devices, and counter-balancing equipment.

POWER FREIGHT DOOR EQUIPMENT

Controller, relays, contactors, rectifiers, timers, resistors, solid state components, door motors, retiring cams, interlocks, switches, guide shoes, sheaves, rollers, chains, sprockets, and tensioning devices.

SIGNALS AND ACCESSORIES

Car operating panels, hall push button stations, hall lanterns, emergency lighting, car and hall position indicators, lobby control panels, car operating panels, fireman's service equipment and all other signal, and accessory facilities furnished and installed as an integral part of the elevator equipment. Re-lamping of signal fixtures is included only during Vendor's systematic examinations. Service requests related to re-lamping of signal fixtures will be considered billable.

TRACTION ELEVATORS

RELAY LOGIC CONTROL SYSTEM

All control system components.

MICROPROCESSOR CONTROL SYSTEM

All control system components. System performance examinations will be conducted to ensure dispatching and motion control systems are operating properly.

GEARED/GEARLESS MACHINES

All geared and gearless machine components.

WIRING

All elevator control wiring and all power wiring from the elevator equipment input terminals to the motor.

CAR EQUIPMENT

All elevator control system components on the car.

HOISTWAY AND PIT EQUIPMENT

All elevator control equipment, car and counterweight buffers, over speed governors, governor tension sheave assemblies, and car and counterweight safeties.

RAILS AND GUIDES

Guide rails, guide shoe gibs and rollers.

HOIST ROPES

Hoist ropes will be properly lubricated and adjusted for equalized tension.

DOOR EQUIPMENT

Automatic door operators, hoistway and car door hangers, hoistway and car door contacts, door protective devices, hoistway door interlocks, door gibs and auxiliary door closing devices.

MANUAL FREIGHT DOOR EQUIPMENT

Switches, retiring cams, interlocks, guide shoes, sheaves, rollers, chains, sprockets, tensioning devices, and counter-balancing equipment.

POWER FREIGHT DOOR EQUIPMENT

Controller, relays, contactors, rectifiers, timers, resistors, solid state components, door motors, retiring cams, interlocks, switches, guide shoes, sheaves, rollers, chains, sprockets, and tensioning devices.

SIGNALS AND ACCESSORIES

Car operating panels, hall push button stations, hall lanterns, emergency lighting, car and hall position indicators, lobby control panels, car operating panels, fireman's service equipment and all other signal and accessory facilities furnished and installed as an integral part of the elevator equipment. Re-lamping of signal fixtures is included only during Vendor's systematic examinations. Service requests related to re-lamping of signal fixtures will be considered billable.

VENDOR WILL PERFORM THE FOLLOWING TESTS ON THE EQUIPMENT:**HYDRAULIC ELEVATOR**

A pressure relief test and a yearly leakage test.

TRACTION ELEVATOR

A five (5) year full load test.

END OF SECTION

RFP # WCS-LG-2016-005

Page 10 of 11

SECTION 7.0
LOCATIONS AND UNITS TO BE COVERED

Location	Elevator	Wheelchair Lift	Other
Antioch Elementary 1819 Riverbend Rd Dalton, GA 30721			1 – access lift
Cohutta Elementary 254 Wolfe St Cohutta, GA 30710			2 – access lift
Cedar Ridge Elementary 285 Cedar Ridge Rd. Dalton, GA 30721	1, TK Tac 20		
Crossroads Academy 2818 Airport Road Dalton, GA 30721			1 – access lift
Pleasant Grove Elementary 2725 Cleveland Road Dalton, GA 30721			1 – access lift
Eastbrook Middle 1382 Eastbrook Drive Dalton, GA 30721	Elevator		1 – access lift
Valley Point Middle 3796 South Dixie Hwy Dalton, GA 30721		1 – stair climber	
North Whitfield Middle 3264 Cleveland Road Dalton, GA 30721		1 – stair climber	1 – access lift
Coahulla Creek High 3361 Crow Road Dalton, GA 30721	2, TK Tac 20		
Northwest High 1651 Tunnel Hill-Varnell Rd Tunnel Hill, GA 30755		1 – stair climber	
Southeast High 1954 Riverbend Rd, S.E. Dalton, GA 30721		1 – stair climber	1 – access lift 1 – portable lift

END OF SECTION

RFP # WCS-LG-2016-005

Page 11 of 11