

RFP 18M12
ELEVATOR MAINTENANCE AND TESTING

FACT SHEET

A. **Overview:** This recommendation is to establish a contract for the inspection, testing and maintenance of elevators and lift equipment in Frederick County Public Schools. Bids were opened on June 25, 2018.

1. **Bid participation:**

- 11 bids downloaded
- 3 companies submitted a bid

2. **Bids were received from:**

Delaware Elevator Service, Inc. (Columbia, MD)
Landmark Elevator, Inc. (Hagerstown, MD)
Otis Elevator Company (Linthicum, MD)

3. **Other facts:**

- The initial contract term shall be effective from August 1, 2018 through April 30, 2020, with three one-year renewal terms available.
- There is no increase in unit prices for scheduled preventative maintenance servicing and inspections since the last contract. The standard hourly rate for additional repair services will increase 20%, and will be sourced on an as-needed basis.
- Approximately \$62,681 has been spent to date in FY18.
- Selection is based on the total score of each bidder's technical and cost proposals.
- This contract will be administered by Randy Connatser, Project Manager IV, Maintenance and Operations Department.

4. **Source of funding:** FY19 Approved Operating Budget and contingent upon Board approval of FY20 Operating Budget.

B. **Recommendation:** Staff recommends the contract for RFP 18M12, Elevator Maintenance and Testing, be awarded to Otis Elevator Company (Linthicum, MD), per the attached Bid Tabulation, in the estimated annual amount of \$66,730.

C. **Action taken by the Board (Purchasing use only):**

____ Approved	____ Denied	____ Deferred	____ Other	BL/kl
____ Date	____ Date	____ Date	____ Date	BOE Mtg.: 07.11.18

RFP 18M12, ELEVATOR MAINTENANCE AND TESTING

SCORING SUMMARY

VENDOR	TECHNICAL SCORE 50 POINTS MAX	COST SCORE 50 POINTS MAX	TOTAL SCORE 100 POINTS MAX
Otis Elevator	40.13	50	90.13
Landmark Elevator	43.75	45.7	89.45
Delaware Elevator	43.75	42.1	85.85

50 points are assigned for the technical proposal as follows:

- Completeness of Proposal – 5 points
- Business Structure – 10 points
- Employee Qualification and Training – 16 points
- Licensing, Insurance and Violations – 9 points
- References – 10 points

POST BID TABULATION

		DELAWARE ELEVATOR SERVICE, INC.				LANDMARK ELEVATOR, INC.				OTIS ELEVATOR COMPANY			
1	ONE TIME LUMP SUM FEE - PREVENTATIVE MAINTENANCE PLAN PREPARATION AND DELIVERY TO THE FCPS CMMS ADMINISTRATOR WITHIN 30 DAYS OF NOTICE OF AWARD:				\$ -				\$ -				\$ -
2	ANNUAL CONDITION ASSESSMENT PLAN PREPARATION AND DELIVERY:				\$ -				\$ -				\$ -
3	UNIT PRICE FOR PREVENTATIVE MAINTENANCE - ALL LABOR, MATERIALS, EQUIPMENT AND RECORD KEEPING NECESSARY PER ELEVATOR/LIFT ON A MONTHLY BASIS UNLESS RECOMMENDED FREQUENCY CHANGES:	UNIT \$	EST. QTY.	EST. FREQUENCY PER YEAR	TOTAL \$	UNIT \$	EST. QTY.	EST. FREQUENCY PER YEAR	TOTAL \$	UNIT \$	EST. QTY.	EST. FREQUENCY PER YEAR	TOTAL \$
A	ELEVATOR	\$ 143.00	30	11	\$ 47,190.00	\$ 135.00	30	11	\$ 44,550.00	\$ 110.00	30	11	\$ 36,300.00
B	WHEELCHAIR LIFT/DUMB WAITER	\$ 69.00	14	11	\$ 10,626.00	\$ 90.00	14	11	\$ 13,860.00	\$ 90.00	14	11	\$ 13,860.00
C	TRACTION ELEVATORS	\$ 245.00	3	11	\$ 8,085.00	\$ 155.00	3	11	\$ 5,115.00	\$ 140.00	3	11	\$ 4,620.00
SUB-TOTAL:					\$ 65,901.00				\$ 63,525.00				\$ 54,780.00
										Re-calculated total			
4	UNIT PRICE FOR PERIODIC INSPECTIONS AND TESTS - ALL LABOR, MATERIALS, EQUIPMENT AND RECORD KEEPING NECESSARY PER ELEVATOR/LIFT AT A FREQUENCY AS REQUIRED BY THE STATE OF MD. DEPT. OF LICENSING AND REGULATION. THIS PRICE SHALL INCLUDE THE UNIT PRICE FOR MONTHLY PREVENTATIVE MAINTENANCE:	UNIT \$	EST. QTY.	EST. FREQUENCY PER YEAR	TOTAL \$	UNIT \$	EST. QTY.	EST. FREQUENCY PER YEAR	TOTAL \$	UNIT \$	EST. QTY.	EST. FREQUENCY PER YEAR	TOTAL \$
A	ELEVATOR	\$ 143.00	30	1	\$ 4,290.00	\$ 135.00	30	1	\$ 4,050.00	\$ 125.00	30	1	\$ 3,750.00
B	WHEELCHAIR LIFT/DUMB WAITER	\$ 69.00	14	1	\$ 966.00	\$ 90.00	14	1	\$ 1,260.00	\$ 100.00	14	1	\$ 1,400.00
C	TRACTION ELEVATORS	\$ 245.00	3	1	\$ 735.00	\$ 155.00	3	1	\$ 465.00	\$ 160.00	3	1	\$ 480.00
SUB-TOTAL:					\$ 5,991.00				\$ 5,775.00				\$ 5,630.00
5	UNIT PRICE FOR 5 YEAR FULL LOAD TESTS - ALL LABOR, MATERIALS, EQUIPMENT AND RECORD KEEPING NECESSARY PER ELEVATOR AT A FREQUENCY AS REQUIRED BY THE STATE OF MD DEPT. OF LICENSING AND REGULATION.	UNIT \$	UOM	EST. FREQUENCY PER YEAR	TOTAL \$	UNIT \$	UOM	EST. FREQUENCY PER YEAR	TOTAL \$	UNIT \$	UOM	EST. FREQUENCY PER YEAR	TOTAL \$
A	ELEVATOR	\$	EACH	1	\$ -	INCLUDED	EACH	1	\$ -	N/A	EACH	1	\$ -
B	WHEELCHAIR LIFT/DUMB WAITER	\$	EACH	1	\$ -	INCLUDED	EACH	1	\$ -	\$ 1,180.00	EACH	1	\$ 1,180.00
C	TRACTION ELEVATORS	\$ 1,800.00	EACH	1	\$ 1,800.00	INCLUDED	EACH	1	\$ -	\$ 1,180.00	EACH	1	\$ 1,180.00
SUB-TOTAL:					\$ 1,800.00				\$ -				\$ 2,360.00
6	HOURLY RATE FOR EMERGENCY CALLBACK SERVICE ON A 24 HOUR PER DAY, SEVEN DAYS PER WEEK BASIS, INCLUSIVE OF TIME AND TRAVEL	HOURLY \$	UOM	EST. FREQUENCY PER YEAR	TOTAL \$	HOURLY \$	UOM	EST. FREQUENCY PER YEAR	TOTAL \$	HOURLY \$	UOM	EST. FREQUENCY PER YEAR	TOTAL \$
A	ELEVATOR	\$ 309.00	EACH	6	\$ 1,854.00	\$ 202.50	EACH	6	\$ 1,215.00	\$ 220.00	EACH	6	\$ 1,320.00
B	WHEELCHAIR LIFT/DUMB WAITER	\$ 309.00	EACH	6	\$ 1,854.00	\$ 202.50	EACH	6	\$ 1,215.00	\$ 220.00	EACH	6	\$ 1,320.00
C	TRACTION ELEVATORS	\$ 309.00	EACH	6	\$ 1,854.00	\$ 202.50	EACH	6	\$ 1,215.00	\$ 220.00	EACH	6	\$ 1,320.00
SUB-TOTAL:					\$ 5,562.00				\$ 3,645.00				\$ 3,960.00
7	HOURLY RATE PER TECHNICIAN SKILL SET FOR ADDITIONAL SERVICES ON A STANDARD HOUR AND PREMIUM HOUR BASIS (EXCLUDING EMERGENCY CALLBACK):	PER STANDARD HR	PER PREMIUM HR			PER STANDARD HR	PER PREMIUM HR			PER STANDARD HR	PER PREMIUM HR		
		\$ 206.00	\$ 309.00			\$ 135.00	\$ 202.50			\$ 158.00	\$ 268.00		
		\$ 123.00	\$ 190.00			\$ 229.50	\$ 344.25			\$ 140.00	\$ 238.00		
		\$ 249.00	\$ 373.00			\$	\$			\$ 98.00	\$ 166.00		
8	% MARK UP (ABOVE ACTUAL COST) FOR MATERIALS / PARTS NEEDED FOR REPAIRS:	16%				25%				15%			
ESTIMATED GRAND TOTAL FOR CONTRACT YEAR 1:					\$ 79,254.00				\$ 72,945.00				\$ 66,730.00