

RFP 23M5
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 March 22, 2023.

1. **Bid participation:**

- 8 bids downloaded
- 1 company submitted a bid

2. **Bids were received from:**

Eastern Elevator Service & Sales Company (Windber, PA)

3. **Other facts:**

- The initial contract term shall be effective from date of award through April 30, 2025, with three one-year renewal terms available.
- Approximately \$46,722 was spent in FY22 and \$45,000 has been spent, to date, in FY23.
- Eastern Elevator Service and Sales Company was the only bidder for this solicitation. As per Regulation 200-7, Purchasing conducted an interview with the vendor to negotiate a best and final price.
- This contract will be administered by Patrick Little, Project Manager IV, Maintenance and Operations Department.

4. **Source of funding:** FY23 Approved Operating Budget and contingent upon Board approval of FY24 and FY25 Operating Budget.

B. **Recommendation:** Staff recommends the contract for RFP 23M5, Elevator Maintenance and Testing, be awarded to Eastern Elevator Service and Sales Company, per the attached Bid Tabulation, in the estimated annual amount of \$138,616.

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

RM/kl	Approved	_____	Denied	_____	Deferred	_____	Other	_____	RM/kl
05.10.23	Date	_____	Date	_____	Date	_____	Date	_____	BOE Meeting: 05.10.23

RFP 23M5, ELEVATOR MAINTENANCE AND TESTING

BID TABULATION

		EASTERN ELEVATOR SERVICE & SALES 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 \$
A	ELEVATOR	\$ 155.00	31	11	\$ 52,855.00
B	WHEELCHAIR LIFT/DUMB WAITER	\$ 115.00	15	11	\$ 18,975.00
C	TRACTION ELEVATORS	\$ 280.00	8	11	\$ 24,640.00
	SUB-TOTAL:				\$ 96,470.00
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 \$
A	ELEVATOR	\$ 425.00	31	1	\$ 13,175.00
B	WHEELCHAIR LIFT/DUMB WAITER	\$ 425.00	15	1	\$ 6,375.00
C	TRACTION ELEVATORS	\$ 525.00	8	1	\$ 4,200.00
	SUB-TOTAL:				\$ 23,750.00
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 \$
B	WHEELCHAIR LIFT/DUMB WAITER	\$ 625.00	EACH	1	\$ 625.00
C	TRACTION ELEVATORS	\$ 3,275.00	EACH	1	\$ 3,275.00
	SUB-TOTAL:				\$ 3,900.00
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 \$
A	ELEVATOR	\$ 480.00	EACH	6	\$ 2,880.00
B	WHEELCHAIR LIFT/DUMB WAITER	\$ 384.00	EACH	6	\$ 2,304.00
C	TRACTION ELEVATORS	\$ 672.00	EACH	6	\$ 4,032.00
	SUB-TOTAL:				\$ 9,216.00
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		
		\$ 211.00	\$ 316.50		
8	% MARK UP (ABOVE ACTUAL COST) FOR MATERIALS / PARTS NEEDED FOR REPAIRS:	15%			
ESTIMATED GRAND TOTAL FOR CONTRACT YEAR 1:					\$ 133,336.00