



REQUEST FOR QUOTE

Elevator Maintenance

Bid Number: 1001

DUE DATE: May 16, 2018

DUE TIME: 2:00 pm (local)

INTRODUCTION

The Gerald R Ford International Airport Authority (GFIAA) is requesting quotes from interested firms to perform Elevator Preventive Maintenance/Repairs and State Required Testing for the Authority's 13 (thirteen) Passenger Elevators and 1 (one) hydraulic dock lift. The duration of the agreement shall be for a period of three (3) years, commencing on the June 1, 2018 and expiring on May 31, 2021. Two (2) optional one (1) year renewals will be available upon mutual written agreement of both parties.

The Gerald R. Ford International Airport (GFIA) is the second busiest airport in Michigan. The airport served over 2.8 million passengers in 2017 and over 7,000 travelers pass through GFIA each day. The Gerald R. Ford International Airport offers nonstop service to 24 major market destinations with more than 120 daily nonstop flights. The Gerald R. Ford International Airport is managed and operated by the Gerald R. Ford International Airport Authority. GFIA generates over \$3.1 billion in annual economic output throughout West Michigan, and employs over 1,500 people.

SOLICITATION AND PROJECT SCHEDULE

ACTIVITY	DATE
RFQ Issue Date	April 26, 2018
On Site Walk Through	May 9, 2018 – 10 am
Question Deadline	May 14, 2018
Submission Due Date	May 16, 2018 – 2 pm (local)
Contract Start Date	June 1, 2018

GFIAA reserves the right to modify the deadline set forth in the above table in its sole discretion. Any such modifications will be stated in an addendum.

VOLUNTARY ON-SITE WALK THROUGH

Conference Date	May 9, 2018
Conference Time (local)	10 am (local)
Conference Location	Airport Michigan Room (upstairs near viewing area)

A voluntary pre-submission conference is scheduled for this request. Equal opportunity will be provided for all Respondents to ask questions.

Attendees requiring special services are asked to provide their requirements to the GFIAA at least forty-eight (48) hours in advance to allow for accommodations.

WORK SCOPE

SERVICES PROVIDED:

- Contractor shall examine, make minor adjustments, clean and lubricate the equipment as set forth below.
- Contract shall include all state required testing and inspections
- Repairs beyond routine maintenance will be quoted in writing and approved by the owner.
- Contractor shall maintain for each unit a record of all examinations, callbacks and repairs.
- Response time for unscheduled service: within 120 minutes and for entrapment: within 60 minutes.

PREVENTIVE MAINTENANCE INCLUDES:

Quarterly:

1. Ride each car; check operation of car and hoistway doors; also acceleration; deceleration, floor stops, leveling, and brake action. Make required corrections.
2. Inspect and wipe clean all motors, machines and generators.
3. Inspect controllers, selectors and governors.
4. Clean and make minor adjustments to all controller contacts and renew worn contacts and/or shunts where necessary. Check sequence operation.
5. Clean direction and accelerating switches.
6. Clean machine room.
7. Check floors for missing indicator plates, arrows, buttons, etc. and replace where required.
8. Replace or repair all non-functional lamps.
9. Inspect door monitoring equipment and safety edge units. Clean, lubricate, adjust or repair, as necessary.
10. Test emergency telephones.
11. Clean hoistway pits and inspect equipment in them.
12. Inspect working parts for free operation, clean and lubricate as necessary. Check contacts, shaft, brushings, and rubbing surfaces for cleanliness and wear.
13. Inspect all door operating equipment, including motor brushes, commutator, belts or chains, contacts, drive canes and clocks. Clean, lubricate, and make minor adjustments as necessary.
14. Examine traveling cables for wear and position.
15. Clean and lubricate automatic switches on top of cars and in hoistway.
16. Clean car position indicators; adjust if necessary.
17. Inspect and clean car guides.
18. Check and clean car fan motors for proper operation.

Semi-Annually:

1. While riding on top of cars, physically check condition and operation of door locking equipment.
2. Perform electrical test of door interlock circuits.
3. Examine door locks and door closer equipment. Clean door channels.
4. Renew gibs or rollers when necessary. Lubricate sliding guide shoes.
5. Remove car station cover, blow out; clean switches and buttons.

Annually:

1. Thoroughly examine and clean starter and control panels. Check each contactor and relay for wear, cleanliness, proper adjustment. Clean, adjust as necessary.
2. Check, clean and adjust operation of slow down and limit switches.
3. Clean and lubricate hoistway door hangers, track and door arms.
4. Clean rails, hatch walls, car top, pit, overhead sheaves and beams. Check brackets and bolts for tightness.
5. Perform a complete systems check of all logic features and/or programs.
6. Automatic dialing communication systems that are part of elevator car shall be tested and maintained as originally installed.
7. State required annual inspection.

OVERTIME CALLBACK SERVICE:

Callbacks outside of regular working hours will be billed at standard over time rates, including travel time and expenses.

PARTS INVENTORY AND LUBRICANTS:

Contractor shall maintain a supply of frequently used replacement parts and lubricants required for routine maintenance. Cost of lubricants, cleaners, PPE and other consumables are to be included in the base contract price. Replacement parts shall be listed and added to invoices. Replacement parts furnished under this Agreement will be

original equipment manufactured or parts specifically selected by Contractor for use on this equipment. All replacement parts will be new when available.

OPERATIONAL CHARACTERISTICS

Contractor shall maintain optimal operational characteristics of the Owner’s equipment including, door operation, car speed floor leveling, and ride quality as determined by the original equipment design, age of equipment and building use type.

GOVERNMENT REQUIRED SAFETY INSPECTIONS AND TESTING

Contractor shall conduct when and to the extent required by the State of Michigan all safety test in compliance with state requirements. All testing shall be performed during regular working hours. Permit fees in effect for tests conducted during our normal working hours are to be included in the test price on the bid sheet. Any unanticipated changes in governmental testing requirements may result in a separate bill.

Contractor will coordinate load test schedule with owner.

EQUIPMENT LIST

	Unit number	Make	Type	# of Stops	Location
1	47383	Schindler	Gearless	4	Parking Garage Car 1
2	47385	Schindler	Gearless	4	Parking Garage Car 2
3	47384	Schindler	Gearless	4	Parking Garage Car 3
4	47388	Schindler	Gearless	4	Parking Garage Car 4
5	47387	Schindler	Gearless	4	Parking Garage Car 5
6	47386	Schindler	Gearless	4	Parking Garage Car 6
7	47389	Schindler	Gearless	2	West Escalator Area
8	47382	Schindler	Gearless	2	East Escalator Area
9	34203	Dover	Hydraulic	3	Grand Hall
10	15264	Dover	Hydraulic	3	Concourse B 2
11	27916	Dover	Hydraulic		Concourse B 8
12	15265	Dover	Hydraulic	3	Concourse A
13	10300	Detroit	Hydraulic	Dock	Loading Dock
14	60394	Otis	Gearless	2	Marketplace (freight)

REQUESTS FOR INFORMATION

Questions regarding this solicitation are to be submitted in writing to *purchasing@grr.org* prior to 5 pm on May 14, 2018.

GFIAA reserves the right to publish and respond to an inquiry, respond directly to the inquirer without publishing, or not respond to the inquiry at its sole discretion.

It is the Respondent’s responsibility to become familiar with and fully informed regarding the terms, conditions, and specifications of this solicitation. Lack of understanding or misinterpretation of any portions of this solicitation shall not be cause for withdrawal after opening or for subsequent protest of award.

Addendums will only be published by the GFIAA Purchasing Department and available for review at www.flyford.org.

AIRPORT SECURITY

It is essential that during the performance of this contract airport security be maintained and that construction operations conform to Airport security requirements.

Airport-Issued Identification Badges: Identification badges are issued by the Airport Police Department to provide authorized access to employees performing job duties within the airport. Contractor personnel requiring badges include the project manager, security person, job site foreman and/or superintendents and all job site workers. Personnel at the construction site shall be badged at all times. The Contractor assumes responsibility for the conduct of all personnel working at the construction site and on airport property. Contractors working within the Secured Area must display an airport-issued identification badge or be escorted by personnel with a badge who has been granted escort privileges. Identification badges must be worn on an individual's outermost garment and above the waist at all times. The Airport encourages all Contractor personnel to be badged. **An unbadged person is to be under escort at all times.** This will be strictly enforced.

Badges are the property of the Airport and must be returned promptly upon completion of a subcontractors work, individual termination, or project completion. Failure to return badges may result in the Contractor being declared nonresponsive and ineligible for future Airport contracts.

Pre-Badging Requirements for General Contractor: Contractor should coordinate badge requirements with the Airport Project Manager. **DO NOT WAIT UNTIL THE LAST MINUTE.** The following documents are required before the Contractor can send employees through the badging process:

1. Project Letter from Contractor – Letter must include the Project Name with Start Date and estimated End Date, PLUS a list of Subcontractors (if any).
2. Authorized Signer Letter(s) – Contractors/subcontractors must designate one or more individuals to be Authorized Signers for badge applications. The Authorized Signer letter must be on company letterhead. Signatures will be kept on file and matched against signatures on badge application. An Authorized Signer must obtain an airport badge prior to attending signatory training which is administered by the Airport Police Department.

Contractors should call the Airport Police Department at 616-233-6015 and request confirmation that all paperwork has been received and approved before sending Contractor personnel through the Badging Process. The Contractor's authorized signatory will be notified of what badge type and access levels are to be listed on all badge applications.

Badging Process – General Information: The badging process requires two visits to the Airport Police office for each applicant.

1. Badge Application and Background Checks

The process is initiated with the badge application visit, including document verification. Each applicant must visit the Airport Police Office during normal business hours with the following documentation. Current documentation can be obtained from the airport website at <http://www.grr.org/badging-services.php>:

- A completed badge application form signed by an Airport approved signatory.
- Two forms of identification.
- A completed fingerprint screening application form.

The airport will perform two background check[s] on the applicant:

- a. A security threat assessment (STA) is a name verification background check conducted by the Transportation Security Administration (TSA).
- b. A criminal history records check (CHRC) is a fingerprint-based background check to determine if the Contractor personnel has been convicted of a felony within the last ten (10) years. Fingerprinting sessions are first-come, first-served. Allow 15 minutes during the first visit to complete this process. Background check results should be returned to the applicant signatory within two days to two weeks. The Contractor's authorized signatory will be notified by Airport Police once proper clearance is in place and the individual is able to return for training and badge issuance. When the background check results are received, the Contractor's authorized signatory will be responsible for notifying the applicant.

2. Training and Badge Issuance

Following background check clearance, the applicant returns to the Police Office for a second visit to receive training:

- a. Non-movement driver's training
- b. SIDA training: Each training program takes approximately 35 minutes to complete. Training sessions are first-come, first-served. Upon successful completion of each training program, the applicant will be issued their ID badge.

All initial badging fees will be at no cost to the Contractor. If an ID badge is lost, stolen, or otherwise unaccounted for immediate notify Airport Communications at 616.233.6055. The ID badge replacement fee is \$50.00 cash or check. The badge holder is responsible for the ID badge replacement fee.

TERMS AND CONDITIONS

GFIAA reserves the right to require that its standard terms and conditions apply to any actual order placed in response to a Respondent's submission. No attempt to modify GFIAA's Standard Terms and Conditions shall be binding, absent agreement on such modification in writing and signed by GFIAA.

No payment shall be made to the Respondent for any extra material or services, or of any greater amount of money than stipulated to be paid in the contract, unless changes in or additions to the contract requiring additional outlay by the Respondent shall first have been expressly authorized and ordered in writing by contract amendment or otherwise furnished by the GFIAA.

The intent of these specifications is to promote a properly designed and all-inclusive response. Any requirements not in the specifications, but which are needed for such a response, are to be included in the submission.

The Respondent shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.

The Respondent shall observe and comply with all applicable federal, state, and local laws, ordinances, rules and regulations at all times during the completion of any contract with the GFIAA.

The terms of this request shall be interpreted, construed and enforced pursuant to the laws of the State of Michigan, and the Parties irrevocably consent to the jurisdiction of the federal and state courts presiding in Michigan.

The GFIAA is tax exempt and a regional airport authority organized under 2015 P.A. 95, being MCL 259.137 et. seq.

Vendor Representation and Warranty Regarding Federal Excluded Parties List: The Respondent acknowledges that the GFIAA may be receiving funds from or through the Federal Government; such funds may not be used to pay any Respondent on the Federal Excluded Parties List (EPLS). The Respondent represents and warrants to the GFIAA that it is not on the Federal EPLS. If the Respondent is in non-compliance at any time during execution or term of this agreement (including any extensions thereof), the Respondent shall be in breach and the GFIAA shall be entitled to all remedies available to it at law or equity, specifically including but not limited to recovery of all moneys paid to the Respondent, all consequential damages (including the loss of grant funding or the requirement that grant funding be returned), and attorney fees (including the costs of in-house counsel) sustained as a result of the Respondent's non-compliance with this warranty and representation.

Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, Respondent certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business," as that term is defined in the Act.

Insurance requirements are posted on the Documents and Forms page of the GFIAA website within the Purchasing Terms and Conditions document

Termination For Cause: Should the respondent fail to perform the Work as required by and in accordance with the schedule or time requirements, or otherwise violate any of the terms set forth in the Solicitation Request, it shall constitute breach of the Contract. Other than in force majeure situations, Respondent shall have five (5) calendar days to cure a breach of the Contract (the "Cure Period") following issuance of GFIAA written notice. Failure to cure a breach of the Contract within said Cure Period shall allow the GFIAA to, without further notice to the Respondent, declare the Contract terminated and proceed with the replacement of the Respondent and the GFIAA shall be entitled to all remedies available to it at law or in equity including a claim against any required payment/performance bonds.

Termination Without Cause: Notwithstanding any other provision, at any time and without cause, GFIAA shall have the right, in its sole discretion, to terminate the contract by giving sixty (60) days written notice.

Although it is the intent to contract with one provider, the GFIAA reserves the right to contract with alternate sources if the Respondent is unable or unwilling to service its obligation, or it is deemed by GFIAA to be in its best interest to use alternate sources.

Assignment: Neither party shall assign or delegate any of its rights or obligations under this Agreement without the prior written consent of the other party.

Respondent warrants that they are an authorized provider of products or services of his/her submission.

MICHIGAN FREEDOM OF INFORMATION ACT

Information submitted in this solicitation is subject to the Michigan Freedom of Information Act and may not be held in confidence after the Respondent's submission is opened. A submission will be available for review after the project has been awarded.

GFIAA cannot assure that all of the information submitted as part of or peripheral to the Respondent's submission will be kept confidential. Any Respondent submission language designated as confidential is considered automatically invalid and void. GFIAA is subject to the Michigan Freedom of Information Act, which prohibits it from concealing information on or associated with responses, successful or unsuccessful, once they are opened.

REFERENCES

Provide three (3) references of current/past customers who are able to verify the quality of products and/or services your company provides for work of similar size and scope. References should not include any current/past GFIAA employees.

WARRANTY

All equipment/materials shall consist of the original equipment manufacturer warranty, and at minimum one (1) year, unless otherwise specified within this request, including warranty against defects in design, materials, and workmanship. The warranty period will start upon acceptance of installed system, but not later than sixty (60) days from receipt of equipment, or if the installation date cannot be established, with the date of shipment. Labor costs for the replacement of defective material will be borne by the Respondent. The defective part(s) will be exchanged by the Respondent and returned at no charge for the duration of the warranty period on-waiver of Implied.

The Respondent agrees that, regardless of statements to the contrary, he/she has not disclaimed either the warranty of merchantability or the warranty of fitness for a particular purpose.

Specific warranty information for both parts and labor must be included with submission. Information relating

to parts availability and service facilities may receive consideration.

REQUEST FOR QUOTATION SUBMISSION

To be considered, complete submissions must be received in the Gerald R Ford International Airport Authority office located on the second floor of the terminal building at 5500 44th St SE, Grand Rapids, MI 49512 no later than the due date and time specified (local time).

- Hard copy responses can be mailed or otherwise delivered to the address above.
- Responses may also be emailed as an email attachment to purchasing@grr.org.
- Responses may also be uploaded to <https://www.dropbox.com/request/TrMIgrSgSXbtuTZe3ScD>

Sales and Marketing material beyond the scope of this request will not be used to determine award and is not desired. Each submission should be simply and economically prepared providing a concise description of the Respondent's ability to perform the product or services requested. Emphasis should be on completeness and clarity of content.

The Respondent certifies that the response submitted has not been made or prepared in collusion with any other Respondent and the prices, terms or conditions thereof have not been communicated by or on behalf of the Respondent to any other Respondent prior to the official opening of this request. This certification may be treated for all purposes as if it were a sworn statement made under oath, subject to the penalties for perjury. Moreover, it is made subject to the provisions of 18 U.S.C. Section 1001, relating to the making of false statements.

Submissions may be withdrawn by written request only if the request is received on or before the opening date and time.

Submissions not meeting this criterion may be deemed non-responsive.

The Authority is not liable for any costs incurred by any prospective Respondent prior to the awarding of a contract, including any costs incurred in addressing this solicitation.

A submission shall constitute an irrevocable offer for a period of ninety (90) days from the opening date. In the event an award is not made by the Authority within ninety (90) days from the opening date, the Respondent may withdraw his/her submission or provide a written extension of his/her response.

Each submission must be signed by a person authorized to sign contracts on the behalf of the Respondent. The name of the person signing must be followed by title.

EVALUATION, STATUS UPDATES/AWARD NOTIFICATION

The Authority reserves the right to request additional information it may deem necessary after the submissions are received.

As part of the evaluation process, Respondents may be requested to make an oral presentation, at the Respondent's expense, to an evaluation committee. Key staff to be assigned to this project must participate in this presentation unless otherwise waived by the Authority. The presentation may be followed by a question and answer session.

The Authority reserves the right at its discretion to waive irregularities of this solicitation process.

In the event of extension errors, the unit price shall prevail and the Respondent's total offer will be corrected accordingly. In the event of addition errors, the extended totals will prevail and the Respondent's total will be corrected accordingly. Respondent must check their submission where applicable. Failure to do so will be at the Respondent's risk. Submissions having erasures or corrections must be initialed in ink by the Respondent.

Respondents are cautioned to recheck their submissions for possible errors.

The Respondent shall not be allowed to take advantage of error, omissions or discrepancies in the specifications.

The Authority, at its sole discretion, reserves the right to award to the Respondent whose response is deemed most advantageous to the Authority. The Authority, at its sole discretion, shall select the most responsive and responsible Respondent and evaluate all responses based on the requirements and criterion set forth in this solicitation while reserving the right to weigh specifications and other factors in the award. The Authority reserves the right to reject any and all submissions as a result of this solicitation.

The Authority reserves the right to award by line item when applicable and to accept or reject any or all parts of a submission.

Accelerated discounts should be so stated at the time of submission. If quick-pay discounts are offered, The Authority reserves the right to include that discount as part of the award criterion. Prices must, however, be based upon payment in thirty (30) days after receipt, inspection, and acceptance. In all cases, quick-pay discounts will be calculated from the date of the invoice or the date of acceptance, whichever is later.

Award notifications are posted on the Authority website. It is the Respondent's responsibility to monitor the website for status updates.

RFQ 1001 QUOTE FORM

Company Name: _____

Contact Name and Title: _____

Address: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Acknowledged Addendum (if any): _____

The undersigned, having familiarized themselves with the local conditions affecting the cost of the work and having examined the Contract and Bid Documents hereby propose to furnish all labor, materials, equipment, supplies and services for the proper completion in a workmanlike manner of the following:

ITEM 1: Preventative Maintenance and Inspections As Described Within:

1st Year Total Fixed Annual Price \$ _____

2nd Year Total Fixed Annual Price \$ _____

3rd Year Total Fixed Annual Price \$ _____

ITEM 2: Labor Rates for Repairs As Described Within:

Labor: Monday-Friday, 7:00 AM to 5:30 PM

\$ _____ per hour

Labor: All Other Times (including legal holidays, overtime, etc.)

\$ _____ per hour

(Labor rates will be reviewed annually but increases shall not exceed 3.5%)

ITEM 3: Load Test

Price per unit \$ _____

Signature: _____

Date: _____