

Intent to Respond Notice

Request for Proposal #2020C-15 Title: Elevator Maintenance & Repair Services

For companies learning of this solicitation from the Internet, please Email this form today to the Florida State College at Jacksonville Purchasing Department amonroe@fscj.edu, due to the possibility of an addendum being issued changing information. This will place your company on the mailing list for any addendums issued.

Note: Failure to respond to an addendum issued may result in your bid/proposal response being considered Non-Responsive.

Company name: _____

Address: _____

Contact Person: _____

Phone #: _____

Fax #: _____


E-mail: _____

Contact **Audrey B. Monroe**, amonroe@fscj.edu for additional information if needed.

Address: 501 West State Street, Jacksonville, FL 32202

Telephone Number: 904-632-3086

Note: PRE-PROPOSAL CONFERENCE: The College has scheduled a Non- Mandatory attendance RFP pre-proposal conference on 3/3/2020 at 10:00 a.m. at the Advanced Technology Center, 401 West State Street, Room **T140**, Jacksonville, FL 32202.

RFP:	2020C-15	ISSUE DATE:	2/24/2020
RFP TITLE:	ELEVATOR MAINTENANCE & REPAIR SERVICES		
RFP OPENING DATE & TIME:	3/31/2020 at 2:00 p.m. EST		
RFP Non-Mandatory Pre-Proposal Conference	3/3/2020 @ 10:00 a.m. at the Advanced Technology Center, 401 West State Street, Room T140, Jacksonville, FL 32202		
PURCHASING AGENT Name and email:	Audrey B. Monroe (amonroe@fscj.edu)		
FLORIDA STATE COLLEGE AT JACKSONVILLE 501 WEST STATE STREET, ROOM 305 JACKSONVILLE, FL 32202-4068	<p style="text-align: center;">REQUEST FOR PROPOSAL</p> <p style="text-align: center;">For Florida State College At Jacksonville</p>  <p style="text-align: center;">Randi Brokvist Executive Director, Purchasing</p>		
EMAIL/FAX Submissions Not Allowed			
Submittal Format is available electronically at www.fscj.edu/bids & www.myflorida.com			

CONTRACTOR INFORMATION & NO RFP BLOCKS *Jacksonville FL - Local Time

Each supplier desiring to be maintained in the College's computerized RFP list for future solicitations is requested to return this single form (only) when submitting a "No RFP".

RFP (see attached) No RFP Reason for Submitting "No RFP": _____

COMPANY SUBMITTING RFP:			
MAILING ADDRESS:			
FEDERAL ID #			
CITY:			
STATE:	ZIP:	TEL:	
FAX:	EMAIL:		

Minority Business Enterprise Type: #

Minority Type: # M1 Black American Man; M2 Hispanic American; M3 Asian American; M4 Native American (Eskimo & Aleutian); M5 Native Hawaiian; M6 Small Business; M7 Disabled; M8 American Woman; M9 Black American Woman; and NM Not Minority. (Must have greater than 51% minority ownership).

Minority Solicitation & Participation: It is Florida State College at Jacksonville "Minority (MBE) Outreach Monitoring Policy" to encourage maximum solicitation (Request for Proposal) and participation by minority firms in its purchase contracts. To this end, minority and non-minority firms responding to this RFP as general contractors are encouraged to conduct similar outreach efforts in its subcontract processes as your efforts will be monitored by the College's District Board of Trustees. While the College does not establish specific goals for minority "set-asides", it does have a 25% minority solicitation (Request for Proposal) monitored goal with awards being to highest rated proposer(s) meeting specifications. Since implementation of the College Minority Outreach Program in December 1, 1991 minority/small business solicitations have been provided to 25% WBE/MBE firms, and awards to minorities have increased considerably on College purchase contracts.

"CERTIFICATE OF INDEPENDENT PRICE DETERMINATION"

IMPORTANT!! SIGNATURE BLOCK

I certify that this RFP is made without prior understanding, agreement, or connection with any other company or person and is in all respects have independently determined prices that are fair and without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this RFP for the company submitting it.

Officer's Authorized Signature	Officer's Typed Name & Title

TO BE RESPONSIVE, SIGNATURE OF OFFICER AUTHORIZED TO BIND THE COMPANY SUBMITTING THIS RFP IS REQUIRED

POST DATE:	4/20/2020	REMOVE DATE:	4/23/2020
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PROPOSAL'S CHECKLIST

THIS CHECKLIST IS FOR THE CONVENIENCE OF THE COMPANY SUBMITTING A PROPOSAL AND MAY BE USED TO ENSURE THAT SECTIONS OF THE RFP/PROPOSAL ARE PROPERLY COMPLETED AND RETURNED. A COPY OF THIS SHEET WILL BE RETAINED IN THE COLLEGE FILES AS A RECORD OF YOUR RESPONSE TO THIS RFP.

ON THE REQUEST FOR PROPOSAL (RFP) SHEET (Page #2 of this RFP):

1. Company name, mailing address, telephone, FAX number and Federal ID# blocks are all correctly entered on the Request for Proposal Sheet? ____
2. Minority Business Enterprise Type # correctly entered? ____
3. If not submitting a RFP, have you noted "No RFP" on page #2? Have you stated your reason(s) for not submitting a proposal? ____
4. Is your total proposal submission less than the Section 1.03 defined total maximum page count? ____
5. Is your RFP proposal signed by an authorized officer of the company submitting this RFP/proposal? ____

PROPOSALS RETURNED UNSIGNED ARE CONSIDERED NON-RESPONSIVE AND ARE NOT ELIGIBLE FOR AWARD! PLEASE ENSURE THAT YOUR RFP/PROPOSAL (PAGE 2) IS SIGNED BY AN AUTHORIZED OFFICER FOR YOUR COMPANY.

All proposers are alerted to pay special attention to all sections contained in this Request for Proposal which state to be responsive; they shall be completed and submitted as part of the response to the solicitation in order for your proposal to be considered responsive.

Listed below is an overview of those Sections that need to be included in your firm's proposal. This is not an all-inclusive listing.

<u>Section</u>	<u>Page</u>	<u>Section</u>	<u>Page</u>
Signatory Cover Page	2	Section 5.40	(INDEPENDENTLY)
Section 5.10	(INDEPENDENTLY)	Section 5.50	(INDEPENDENTLY)
Section 5.20	(INDEPENDENTLY)	Section 5.60	(INDEPENDENTLY)
Section 5.30	(INDEPENDENTLY)		

Please review and submit your formal RFPs, proposals by the date and time shown on page #2 cover of this RFP document to:

SEALED RFP #2020C-15
Randi Brokvist
Executive Director, Purchasing
Florida State College at Jacksonville
501 West State Street, Room 305
Jacksonville, FL 32202-4068

Please **boldly** indicate **the RFP number** on the outside of your sealed proposal envelope to assist the College in identifying your RFP.

The College reserves the right to reject any portion or all proposals, to resolicit RFPs or not, and to waive informalities as deemed in the best interest of the College.

Having carefully examined the terms, general conditions, general specifications of this solicitation and special conditions and by signing and submitting your formal proposal thereto including the following commitment and agreement:

ANTI-COLLUSION STATEMENT: The Proposer by signing and submitting a proposal has "not" divulged to, discussed or compared his/her proposal with any other Proposer(s) and has not colluded with any other Proposer(s) or parties to a proposal whatsoever.

NOTE: Including there have been No premiums, rebates or gratuities paid or permitted either with, prior to, or after any delivery or personal contact. Any such violation will result in the cancellation of award of any resulting contract from this proposal and the Proposer being debarred for not less than three (3) years of doing business with the College.

DISCRIMINATION: Any entity or affiliate who has been placed on the discriminatory contractor list may not submit a RFP on a contract to provide goods or services to a public entity, may not submit a RFP on a contract with a public entity for the construction or repair of a public building or public work, may not submit RFPs on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity. This is in accordance with HB 2127, Section 6(3)(a), all invitations to RFP, as defined by 287.012(11)FS, Request For Proposals, as defined by 287.012(15)FS, and any written contract document of the state shall contain a statement informing entities of the discrimination provisions.

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Sub-Sections including Attachments Under Separate Covers:

Section 5.10 Company Qualifications and Past Experience, Volume of Work Awarded by College

Attachment A	W-9	Page 11
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Section 5.20 Proposed Project Staff Qualifications and Experience

Section 5.30 References

Attachment A - 1	*Reference Sample Transmittal Letter	Page 3
Attachment A - 2	*Reference Performance Evaluation Survey	Page 4

* That each proposer shall complete and send to your clients **for the client** to fill in and **client to send back directly** to the College prior to defined deadline.

Section 5.40 Proximity and Response Plan, Projected Work Load, and Willingness to Meet Time & Budget Requirements

Attachment A	Appendix II to Code of Federal Regulations (C.F.R. Part 200)	Page 4 - 5
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Section 5.50 Total Cost/Value

Section 5.60 Company Financial Strength

Attachment A	Financial Attestation Form	Page 2
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Attachments Under Separate Covers:

I	Material Supplies and Equipment Owners Sales Tax Exemption	Under Separate Cover
II	Sample Agreement	Under Separate Cover

1.00 Overview

- 1.01 Florida State College at Jacksonville (College) has a requirement for which your company may be qualified to submit a formal proposal in response to this RFP #2020C-15.
- 1.02 This RFP solicits the submittal of priced proposals from qualified firms that can partner with the College to provide ongoing **Elevator Maintenance & Repair Services**.
- 1.03 **To be considered responsive**, proposers **shall** deliver **before 2:00 p.m. EST. on 3/31/2020 one (1) original hard copy that contains "all" of your documentation** included in the original proposal in a pdf format.

Note: Original binder must be marked **ORIGINAL** and must have original signatures. Please label with the College's name, solicitation number, and your company's name. (i.e. "Copy" Acme Proposal, 2020C-15 to FSCJ)

Proposal **shall not exceed 75 total pages** in length to include not only all required FSCJ forms and attachments but any documents* that you include in your submittal to:

Randi Brokvist
Executive Director, Purchasing
501 West State Street, Room 305
Jacksonville, FL 32202

***Note: Seventy-Five (75) page total maximum submission limit includes all of the College's forms and any or all attachments. Submittal of double sided pages will be counted as two pages.** *The table of contents, the drug-free signature form or policies, FSCJ addendum signature sheet and tab sheets are **Not** counted in your maximum 75 pages. If your proposal in total exceeds this 75 page limit, **only the first 75 pages** (including any referred to pages) of your proposal will be evaluated.

- 1.04 **To be responsive** your proposal **shall** be signed by an authorized employee/officer with the authority to bind a contract. ALL proposals MUST be submitted in a sealed envelope which shall be sealed and marked: #2020C-15, your company's name and then mailed or otherwise delivered to the COLLEGE's Executive Director, Purchasing at the below address.
- 1.05 **Public bid opening**: Florida State College at Jacksonville will conduct a Public proposal opening at **2:00 p.m. on 3/31/2020 at the Colleges Administrative Offices Bldg. Room #305A, 501 West State Street.** Pursuant to HB 7223 /FS 119.071, **the College will not be reading aloud the individual bid prices at the Public Opening and only open the individual proposals and publicly announce who a proposal was received from.** The actual proposal prices submitted will not be a public record until the date of posting (defined herein) or after the number of days as defined in FS 119.071."
- 1.06 Any proposal submitted **shall** have prices firm for at least 90 calendar days from public opening to allow adequate time for college evaluation, board of trustee approval as well as, contract negotiation and execution.

1.07 Please direct any inquiries to the following College staff.

Contact Person: Audrey B. Monroe
Purchasing Construction Contracts Coordinator
Phone: 904-632-3086
Email: amonroe@fscj.edu

1.08 As deemed in the College's best interest, the College reserves the right to:

- 1.081 Reject any or all proposals submitted, or portion of a proposal, or
- 1.082 To resolicit proposals or not, or
- 1.083 To waive informalities, or
- 1.084 To issue to all proposers Request for Information (RFI's), or
- 1.085 To request(s) for clarification/information, or
- 1.086 To solicit best and final offers from all or finalist firms.
- 1.087 To negotiate a satisfactory award of any portion(s) of this RFP to the top-ranked firm.
- 1.088 To terminate negotiations with the top-ranked firm if satisfactory contract can not be negotiated and enter into negotiations with the next ranked proposer until a satisfactory contract can be negotiated and entered into.
- 1.089 To utilize contract #2020C-15 or other publically solicited contracts available to FSCJ.

2.00 Existing Conditions

- 2.01 Florida State College at Jacksonville (College) located in Northeast Florida has five (5) campuses and two (2) centers and provides instruction to over 50,000 students each year.
- 2.02 The College's campuses and centers are:
- 2.021 Downtown Campus: 101 West State Street, Jacksonville, FL 32202
- Advanced Technology Center (ATC): 401 W. State St. Jacksonville, FL 32202
 - Administrative Offices (AO): 501 W. State St., Jacksonville, FL 32202
 - Urban Resource Center (URC): 601 W. State St., Jacksonville, FL 32202
 - Main Street Bldg.: 940 North Main Street, Jacksonville, FL 32202
- 2.022 Kent Campus: 3939 Roosevelt Blvd., Jacksonville, FL 32205
- Cecil Center: 5640 POW-MIA Memorial Parkway (Formerly: 5640 New World Ave.), Jacksonville, FL 32221
 - Physical Location: 13367 Normandy Blvd., Jacksonville, FL 32221
 - Physical Location: 13450 Lake Fretwell St., Jacksonville 32215
- 2.023 North Campus: 4501Capper Road, Jacksonville, FL 32218
- Nassau Center: 760 William Burgess Blvd., Yulee, FL 32097
- 2.024 South Campus: 11901 Beach Blvd., Jacksonville, FL 32246
- Fire Academy of the South: 2700 Firefighter Memorial Drive, Jacksonville, FL 32246
 - EMS Training Facility: 11980 Alden Road, Jacksonville, FL 32246
- 2.025 Deerwood Center/Open Campus: 9911 Old Baymeadows Road, Jacksonville, FL 32256
- 2.03 Approximately six (6) years ago, the College solicited proposals to provide Elevator Maintenance & Repair Services and awarded indefinite quantity contracts to ThyssenKrupp Elevator Corporation. These contracts are in their 6th and final year ending June 30, 2020. Historically, the College's average yearly expenditure for combined Elevator Maintenance & Repair Services has been approximately \$90,000 with an average total contract expenditure of \$540,000.
- 2.04 The College does not utilize a rotating project assignment system. Although each campus and center selects the contracted Contractor(s) in which to request project proposals, a Contractor may have projects in process at multiple campus's or centers simultaneously.
- 2.05 During the past few years, the College has issued yearly Blanket Purchase Orders for a fiscal termed period as well as per project assignment Purchase Orders. The type of Purchase Order issuance is dependent on the "as needed requirements" of the campus or center requesting the services. Any campus or center may have both types of Purchase Orders issued concurrently, dependent on the service required for that campus or center.
- 2.06 The Contractor acknowledges and understands that the Elevator Maintenance & Repair Services are being performed on public property owned by Florida State College at Jacksonville, which may at various times during the completion of the project/job be occupied by students, faculty and College administrators. Accordingly, in order to secure the property, and otherwise comply with applicable law,

the Contractor agrees to the following provisions and also agrees that the failure to comply with any of these provisions may result in the termination of this Contract.

- 2.061 The Contractor, Subcontractors, and their employees will refrain from using foul, abusive, or profane language on College property. The Contractor **shall** immediately remove from the job site, for the duration of the job, any person making an inappropriate religious, racial, sexual or ethnic comment, statement or gesture toward any other individual.
- 2.062 The College as of March 1, 2013 is a 100% Tobacco Free on all College grounds. Smokings, use of any tobacco products or carrying firearms/weapons or illegal drugs are prohibited on College property, including all buildings and grounds.
- 2.063 The Contractor **shall** enforce strict discipline and good order among their employees at all times. Contractor's personnel shall have absolutely no contact with students or staff, other than administrative personnel or designated representatives, with the exception of emergency situations.
- 2.064 The Contractor, Subcontractors, and their employees will refrain from using foul, abusive, or profane language on College property.
- 2.065 Contractor and Sub-contracted employees **shall** wear a uniform identifying the firm they represent. The College reserves the right to exclude anyone from entry into College proper for noncompliance with this requirement.
- 2.066 In compliance with the Jessica Lunsford Act all Contractor or Sub-contractor employees who perform service at the College **shall** have passed a Duval County Police Department Live Scan, a Level II or FDLE/FBI criminal background check **prior to the start of the project**. The background check will be conducted at the Contractors expense.
- 2.067 The Contractor **shall** comply with the trench safety standard, where relevant, in accordance with the Trench Safety Act sections 553.60 through 553.64., F.S.

3.00 Problem Statement/RFP Objectives:

To identify qualified contractor(s) who can provide the College Elevator Maintenance & Repair Services and related services with the overall best total value.

3.01 It is the College's objective to solicit the submittal of proposals from qualified firms to provide Elevator Maintenance & Repair Services and related services as defined herein though the process as allowed by Florida Statute 255.103 defined herein.

3.011 It is the College's intention that the resultant contract(s), if approved by the District Board of Trustees at their June 9, 2020 meeting, would be for an initial contract period of July 1, 2020 through June 30, 2021 with up to five (5) optional one (1) year extension termed periods. Renewal of each term would be subject to satisfactory performance, continued need, mutually agreeable rates, same terms and conditions, continued receipt of adequate appropriations by the State of Florida Legislature, and District Board of Trustee approval of extension. In the event that the contract(s), resulting from the award of this RFP shall terminate or be likely to terminate prior to the making of an award for a new contract for the identified services, the College may notify Contractor(s) in writing at least sixty (60) calendar days prior to the expiration date of the contract, and with the written consent of the "CONTRACTOR"(s), extend the contract(s) for such comparable period of time as may be necessary to permit the College's continued supply of the identified services.

3.012 The anticipated contract(s) will have a maximum per funded purchase order (job/project) price not to exceed \$195,000.00 with a maximum capped term period expenditure of \$500,000.00.

3.013 Projects over \$100,000, which extend beyond the established guaranteed completion date in which liquidated damages would apply will be calculated utilizing the Liquidated Damages General Formula for each calendar day or delay:

Substantial Completion Liquidated Damages = Const. Cost x .08 Divided by 360 Days (min. \$100/Day)

Final Completion Liquidated Damages = Const. Cost X .04 Divided by 360 Days (min. \$100/Day)

3.014 Unfunded annual requirement contract(s) will be awarded to the successful contractor(s). No deliveries are to be made or services provided thereunder each fiscal year until funded purchase orders are issued by the College Purchasing Department. All such orders will cite the basic contract number and will include price, terms and delivery provisions as set forth therein. Invoicing will be made in accordance with the instructions contained in the funded purchase orders.

CONTRACTOR shall accept a written Notice of Intent to issue a Purchase Order or other written notification authorizing CONTRACTOR to proceed from the Executive Director for Purchasing, or designee, should the project be deemed of an extremely time sensitive or of an emergency nature/safety to life in which awaiting receipt of said OWNER Purchase Order is not feasible before commencing any work.

- 3.015 The quantities set forth herein are estimates only and are based upon past experience and projected usage. The college cannot guarantee, therefore, that the entire quantity of any or all items will be ordered during the period of the contract. Conversely, during the period of the contract, the college reserves the right, as necessary, to order quantities in excess of the estimated quantities at contract prices.
- 3.02 Any resultant contract(s) shall be governed by the laws of the State of Florida and would include a ninety (90) calendar day termination provision without cause or cost for both parties.
- 3.03 The College intends to evaluate/award new contract(s) to commence on or about July 1, 2020. The College reserves the right to award a contract to a single contractor or to multiple contractors as deemed in the best interest of the College.
- 3.031 It is the College's intent if issuing multi-award contracts would be to cover peak multi-campus simultaneous demand periods, such as winter break and to not bid awarded contractors against each other on the same project.
- 3.04 Material Supplies and Equipment - Owners Sales Tax Exemption:
Contractor shall include in solicitations of subcontractor bids in accordance with Attachment "I" herein regarding sales tax exemption where bidders would include in their bid all administrative costs including sales tax. Contractor from time to time would recommend to the College that it purchase raw materials/equipment directly on an OWNER Purchase Order (PO) net of State of Florida sales tax by submitting a tax agreement signed by the subcontractor and completed manual Requisition for tax saving direct purchases (refer to Exhibit "B" of Attachment I). The College, in turn, would do a deductive change order to Contractor PO equal to the value of the raw materials plus the sales tax saved.
- 3.041 In all cases the parties will attempt to identify materials of significant cost that can be purchased without the payment of sales taxes. Significant cost is defined for these purposes as an amount of materials or equipment in excess of \$5,000.00 per Purchase Order. The parties agree to use their best efforts to identify these items prior to the signing of a particular delivery order.
- 3.042 If an item has been identified as suitable for tax exempt purchase prior to the signing of the delivery order, the procedure shall be as follows:
- Owner shall purchase the item directly using its own purchase order after the Contractor has completed and signed the requisition/tax agreement(s) as per Exhibit A and Exhibit B of Attachment I.
- 3.043 In those cases, the items identified shall be purchased so as to comply with Florida law regarding tax exempt purchases.
- 3.044 If an item has not been identified for tax exempt purchase prior to the signing of the delivery order, then the procedure shall be as follows:
- Contractor may designate an item as suitable for tax exempt purchase.
 - Upon notice to Owner both parties will determine, by agreement, whether the item shall be purchased by the Owner so as to be tax exempt.
 - Within five (5) business days of notification, the parties shall agree whether the tax exempt purchase shall be initiated.

- Upon agreement, the parties will initiate a tax exempt purchase in compliance with Florida law, where Owner will be responsible for builders risk/loss up until the raw materials/equipment is incorporated into the project.
- When the tax exempt purchase is completed, the amount of money due to contractor shall be reduced by the cost of the item, plus applicable sales tax.
- If either party determines that the item should not be purchased in a tax exempt manner, then the purchase of the item will be made by the Contractor as contemplated in the delivery order.
- If Owner delays in making a decision about the tax exempt purchase or delays in the completion of the forms necessary to complete the purchase, then the delay in purchase shall excuse timely performance by Contractor to the extent of the delay.

3.045 In no case shall Owner pay Contractor the cost of any item, or the tax associated with its purchase, if Owner has directly purchased the item under its tax exempt authority.

4.00 Proposal Guidelines/Scope of Services

4.001 PROPOSERS ARE HIGHLY ENCOURAGED TO FOLLOW THE RFP NUMERICAL SEQUENTIAL FORMAT OF THIS RFP #2020C-15

4.002 PRE-PROPOSAL CONFERENCE: The College has scheduled a Non- Mandatory attendance RFP pre-proposal conference on **3/3/2020 at 10:00 a.m. at the Advanced Technology Center, 401 West State Street, Room T140, Jacksonville, FL 32202** to provide proposers an opportunity to meet with College staff to answer questions.

4.003 CONDITIONS AFFECTING THE WORK: Proposers are encouraged to attend the non- mandatory attendance pre-proposal conference meeting and take such other steps as may be reasonably necessary to ascertain the nature and location of the work, and the general and local conditions which can affect the work or the cost thereof. Proposers should also carefully examine the RFP documents so that they are accurately informed regarding any and all conditions and requirements contained therein that may in any manner affect the work to be performed. The College will not assume any responsibility for proposers' cost to submit proposals or their errors and omissions caused by failure of the part of the proposer to inspect and familiarize themselves with the contract documents.

4.004 RFP INQUIRES:

In order to maintain a fair and impartial competitive process, the College shall avoid any oral communication with prospective proposers other than through the purchasing office during the proposal preparation and evaluation period. However, all proposers will be provided a copy of all written questions **(submitted prior to 5:00 p.m. 3/18/2020)** of the College's responses, unless the written inquiry pertained to an administrative or procedural matter. Send all inquiries to the attention of:

Audrey B. Monroe
Purchasing Construction Contracts Coordinator
Florida State College at Jacksonville
501 West State Street, Room 305
Jacksonville, FL 32202-4030

All written questions are due no later than 5:00 p.m. Wednesday, 3/18/2020 via email:
amonroe@fscj.edu.

ALL ORAL OR WRITTEN INQUIRIES MUST BE DIRECTED THROUGH THE PURCHASING DEPARTMENT.

If necessary, an addendum will be emailed or mailed to all who are known by the Purchasing Department to have received a complete set of proposal documents. The College posts all addendums on the Purchasing website at www.fscj.edu/bids

4.005 **CONE OF SILENCE:** From the time the public advertisement of this RFP takes place until the RFP is awarded and approved by the Board of Trustees, a vendor shall not contact any other College personnel or members of the College's District Board of Trustees, or Administrative staff either directly or indirectly, to discuss the selection process or in an attempt to further their interest in being selected. Failure to abide by the Cone of Silence policy is grounds for disqualification from this RFP process and vendor will not receive further consideration in reference to this RFP.

4.006 **ADDENDA:** Any addenda issued prior to the opening of the RFP for the purpose of changing the specifications of this request for proposal or related documents, or clarifying the meaning of the same, shall be binding in the same way as if originally written in the RFP and related documents. Since all addenda are available to proposers at the office of the FSCJ Executive Director, Purchasing, it is each proposer's responsibility to check with the issuing office and immediately secure all addenda before submitting your proposal. The FSCJ Executive Director, Purchasing uses email/mailed by U.S. mail addenda to all known prospective contractors, but no guarantee can be made that addenda will be received.

4.10 NON-EXCLUSIVE:

The College reserves the right as deemed in the best interest to not utilize the awarded contractor(s) and to directly purchase Elevator Maintenance & Repair Services and related services as required.

4.20 THE AWARDED CONTRACTOR SHALL:

4.201 Provide qualified contractors employees to perform all Elevator Maintenance & Repair Services services.

4.202 Be an "independent contractor" providing all required equipment, materials, tools, necessary labor, etc. services for the various types of Elevator Maintenance & Repair Services services in the College's buildings, facilities and property for the work to be performed as specified on each issued Purchase Order.

4.203 Sell FSCJ only OEM new and unused parts as required.

4.204 Maintain all insurance as specified in Special Condition #8.01 to provide and maintain for all terms of the agreement.

4.205 Maintain all required licensures authorizing work of this scope as listed RFP #2020C-15 Section **5.119**.

4.206 At all times guard from damage or loss of property of the College or of other contractors or sub-contractors and shall replace or repair at its cost any loss or damage unless such be caused by the College, other contractors or sub-contractors. The College may withhold payment or make such deductions as it might deem necessary to insure reimbursement for loss or damage to property through negligence of the Contractor or his agents.

4.207 Be responsible for the prompt removal of all debris resulting from his delivery.

4.208 At all times keep the construction area, including storage areas used by the Contractor, free from accumulations of waste material or rubbish and prior to completion of the work, remove any rubbish from the premises and all tools, scaffolding, equipment, and materials not the property of the College. Upon completion of the construction, the Contractor shall leave the work and

premises in a clean, neat and as original condition satisfactory to the College.

4.30 REPORTS:

The awarded contractor(s) shall provide the College Minority/Woman Owned Business semi-annual usage reports to the attention of Purchasing.

This report shall include at a minimum the following: All disadvantaged/minority owned business usage by name of sub-contractor, type of minority/woman owned, project identification and dollar amount of the award.

4.40 GENERAL CONDITION

4.401 EXPLANATIONS TO PROPOSERS: Any explanation desired by a contractor regarding the meaning or interpretation of the request for proposal, resultant Form of Agreement, etc. must be requested in writing from the College's Executive Director of Purchasing with sufficient time prior to the defined established **deadline as defined in Section #4.004** to allow for a reply to reach all proposers before the response submission due date of their proposals. Any interpretation made will be in the form of a written addendum which will be furnished by email or US Mail to all known prospective proposers. Its receipt by the proposer must be acknowledged by one of the means set forth in the addendum. ORAL EXPLANATIONS OR INSTRUCTIONS given either at a pre proposal conference or provided before the submittal of proposals or prior to award of the resultant contract will **NOT** be binding on the College.

4.402 PREPARATION OF PROPOSALS:

- Proposals **shall** be submitted on the forms furnished, or copies thereof, and **to be responsive shall** be manually signed. If erasures or other changes appear on the forms, each erasure or change must be initialed by the person signing the proposal. Telegraphic proposals **will not** be considered. Proposals must be typed or written in ink. Proposers can request a digital copy of the RFP by contacting Audrey B. Monroe at amonroe@fscj.edu.
- Modifications of proposals already submitted will be considered if received at the office designated in the RFP prior to the time set for public opening of proposals.

4.403 FAMILIARITY WITH LAWS: The proposer is assumed to be familiar with all Federal, State of Florida and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the proposer will in no way relieve you from your contractual responsibility. Any resultant contract shall include requirements that the performance of work and resultant contract shall be governed by the laws of the State of Florida.

4.404 RIGHT-TO-KNOW LAW: It shall be the responsibility of the successful company to comply, fully, with the Florida Right-To-Know Law, and to provide the College's Safety Coordinator with any and all Material Safety Data Sheets (MSDS) of hazardous materials to be used at the college on a project.

- 4.405 **ALTERNATE FUNDING SOURCE REQUIREMENTS:** Whenever applicable, the Contractor will adhere to all applicable Federal, State, and local ordinances, to include, but not limited to:
- Federal Civil Rights Act of 1964
 - Immigration Reform and Control Act of 1986
 - State of Florida Workers' Compensation Act
 - Davis-Bacon Act
 - Occupational Health and Safety Act
 - Environmental Protection Agency Laws
 - Florida Environmental Protection Division Regulations
 - Florida Department of Transportation Regulations
 - Copeland Anti-Kick Back Act

NOTE: Subsequent contract(s) to this RFP can be utilized for any project in which FEMA 2 C.F.R. Part 2 Appendix II and C.F.R. Part 3002 requirement would be applicable. (Note: Applies to Lot #2)

- 4.406 **TOXIC SUBSTANCES:** The awarded contractor shall comply with chapter 87-202, Laws of Florida. The awarded contractor involved in any manner with toxic substances in construction, repair or maintenance of the College shall notify the College's Safety Coordinator, in writing, of any substances to be used which is enumerated in the Florida Substances List, at least three (3) working days prior to using the substance. The notification shall contain: (1) the name of the substance to be used, with MSDS or SDS sheet; (2) where the substance is to be used; and (3) when the substance is to be used. If the awarded contractor uses subcontractors, the successful company shall be responsible for ensuring that all subcontractors comply with Chapter 87-202.
- 4.407 On January 6, 2015, Florida State College at Jacksonville (FSCJ) District Board of Trustees approved Board of Trustees Rule #6Hx7-8.4 in which Engineers and Architects performing design services for the College shall indicate on all building plans that no asbestos-containing building materials are to be used.

As a part of the College's self-permitting process, all contractors performing work for the College shall comply with all Federal, State, local, and College regulations and policies regarding asbestos. Contractors performing remodeling or renovation activities shall:

- Provide general awareness training for employees working on College projects so that employees are able to identify suspect asbestos-containing materials if found during work activities;
- Immediately cease work and notify the College's Project Manager and Campus Representative if suspect asbestos-containing materials are discovered during work activities;
- Utilize no asbestos containing building materials. Contractors should use resources such as Safety Data Sheets, product labels, and product manufacturers to make a proper determination. Manufacturers may use the mineral names only, rather than referring to a material as asbestos. Asbestos minerals include chrysotile, amosite, crocidolite, tremolite, actinolite, and anthophyllite; and
- Provide the College a letter stating that work will be performed in compliance with all Federal State, local, and College regulations and policies regarding asbestos and certifying that no asbestos-containing building materials were used.

- 4.408 This RFP solicits a level of exceptional Elevator Maintenance & Repair Services service to be comparable to the finest Elevator Maintenance & Repair operations in the United States. Further, a service that is sensitive and responsive to the needs of the campus and compatible with the educational and cultural objectives of the College.
- 4.409 REUSE OF EXISTING PLANS: Upon completion of the project all drawings, plans, specifications or other materials, whether in print or electronic format, prepared by the contractor, and/or sub-contractors in relation to a project/job shall become the property of the College. College owns all rights, including all intellectual property rights, in all original materials it makes available to the contractor or its employees during the delivery of services under this agreement. Contractor agrees that it shall not permit any third party to either duplicate or reproduce any materials in any manner without College's prior written permission. The College shall have the right without additional cost to use these documents or make unlimited reproductions thereof at will as it may desire for remodeling, renovation and/or additions, without further obligation to the contractor and without further liability on the part of the contractor with respect to the reuse of the documents.
- 4.4010 PROJECT BUILD DRAWINGS: The College will require not only as built drawings but also PDF drawings.
- 4.4011 The College is a political subdivision of the State of Florida, as such is a self permitting entity, the awarded contractor is required on each project to:
- Coordinate FSCJ permitting requirement with the College's Facilities Department Building Code Official.
 - Clarify with end users (requesting department personnel) before quoting a project, coordinating with the College the need for utilizing on a project selected outside architectural or engineering firm of the project/job in addition to College inspections so as to build into quotes adequate inspection time and cost.
- 4.4012 PAYMENT: Payments will be made by the College after (a) service has been received and found to fully comply with specifications and properly invoiced or (b) a project has been determined by College personnel to be substantially complete with regard to installation of equipment and related services. Invoices must show the College Purchase Order number and RFP number, 2020C-15, and be submitted to the College as directed per Purchase Order.
- 4.4013 ESUPPLIER INFORMATION: If you are not a current vendor of Florida State College at Jacksonville, and deemed as the awarded contractor, you will need to go to <http://www.fscj.edu/discover/governance-administration/purchasing/vendor-application> . Copy and paste this link into your browser, click on esupplier.fscj.edu to sign onto our supplier website, esupplier.fscj.edu. That will take you to the registration portal. Click on New User Account under "Not a Bidder or Supplier". This will take you to the registration pages you will fill out.

By submitting the College a bid, **the winning contractor(s) agrees** that the College payment to your company may be made electronically by ACH or other electronic method. The College requires the winning bidder to register on the College's e-Supplier online system in order for the College to make payment, which will require your attachment of your completed W-9 form.

4.4014 Proposers acknowledges that the College, as a political subdivision of the State of Florida is subject to the provisions of Chapter 119, Florida Statutes regarding public access to records. A proposer will not be allowed to designate its entire submittal as confidential. The proposer is required to cite/reference the specific Florida statutes exempting specific portions of submission from public disclosure.

Proposals, or replies received by the College pursuant to this solicitation will remain confidential and are exempt from Florida's Public Records Act (Ch. 119, Florida Statutes) until such time as the College provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier. Thereafter, by submitting a response to this solicitation, the proposer acknowledges that all documents and information submitted to the College, including pricing information, is considered a public record under Florida's Public Records Act and may be disclosed to third parties upon request notwithstanding any confidentiality clauses or labels contained in such documents. Please direct any inquires to the College contact listed herein.

Contractor shall be in full compliance with public records laws in regard to access to public records as stated in Florida Statute 119.0701 (2) (a) through (d) and defined below for contracts for services with a public agency for which it is acting on behalf of the public agency as provided under Florida Statute 119.011(2)

In addition to other contract requirements provided by law, the Contractor shall:

- a) Keep and maintain public records that ordinarily and necessarily would be required by Florida State College at Jacksonville in order to perform the service.
- b) Provide the public with access to public records on the same terms and conditions that Florida State College at Jacksonville would provide the records and at a cost that does not exceed the cost provided in chapter 119, FS, or as otherwise provided by law.
- c) Ensure that public records that are exempt of confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- d) Meet all requirements for retaining public records and transfer, at no cost, to Florida State College at Jacksonville all public records in possession of the Contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosures requirements. All records stored electronically must be provided Florida State College at Jacksonville in a format that is compatible with Florida State College at Jacksonville technology systems.

If a Contractor does not comply with a public records request, the Florida State College at Jacksonville shall enforce the contract provisions in accordance with the contract.

Contractor shall notify the College designated contact each time it receives a public records request for public records Contractor has in its possession.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS (THE OWNER CONTRACT ADMINISTRATOR).

4.05 THE AWARDED CONTRACTOR SHALL PROVIDE THE FOLLOWING SCOPE OF SERVICES:

- 4.051 SCOPE OF WORK: This proposal includes certain hydraulic elevators, LU/LA elevators, and chairlifts (refer to Section 4.10 for list provided) now in operation in buildings of the Florida State College at Jacksonville.
- 4.052 EXTENT OF WORK: This section relates to furnishing of labor, material and services at Florida State College at Jacksonville, on the equipment enumerated, in full compliance with the minimum requirements of the manufacturers' of the equipment and all state and federal laws and regulations. This specification is intended to describe full and complete maintenance, adjustment and repair coverage on all vertical transportation systems in the listed premises. However, the work performed by the elevator service contractor shall not be necessarily limited to the coverages listed in this specification and in full compliance with all laws and regulations, but shall include any and all work required to keep equipment operating safely and trouble-free in accordance with ASME - 17.1 2004 Safety Code for Elevators and Escalators and all published addendums.
- 4.053 ELEVATOR MAINTENANCE SPECIFICATIONS: Required minimum proposer's local parts, tools and instrument inventory shall include, but not be limited to, the following for each brand and type of elevator included under this contract. Note: Where entire assemblies are not available, individual replacement components may be substituted.

4.053.1 DOOR OPERATOR

- Six (6) of each type door hanger roller
- Six (6) of each type pick up roller
- Two (2) of each type interlock hook arm assemblies
- Two (2) of each type interlock contact assemblies, both contact fingers and shorting blocks.
- One (1) of each type complete interlocks assembly.
- One (1) of each type door clutch assembly
- One (1) of each type pick up assembly complete with linkage to hook arm
- Three (3) each type spirator closer
- One (1) each type spring closer
- One (1) each complete safety edge assemblies including pivot arms safety shoes, linkage, switches, etc.
- One (1) each type photo eye units and Janus Pana 40 Plus or equivalent, infrared curtain unit
- Six (6) each type door gibs
- One (1) replacement each GAL, MAC, Dover, Otis, etc. door operator motor
- Replacement relating cable

4.053.2 CONTROLLER

- Two (2) of each type controller relay. Relays, where possible, are to be similar to original manufacturer's equipment. For older components no longer manufactured, suitable substitute parts MUST be provided. On re-build able relays, maintain two (2) of each type coils, contact, carbons, coppers, armatures, leads or shunts, etc.
- One (1) set of each type motor starter heater overloads

- One (1) of each type resistor, capacitor, rectifier timers
- One (1) set of each type of selector contacts, guides, tracks, cams, switches, springs etc.
- One dozen fuses of each required size
- One (1) each replacement transformer
- One (1) each circuit board for each type of circuit board in service

4.053.3 HYDRAULIC UNITS

- One (1) valve seal and/or "o" ring kit for each type control valve
- One (1) replacement solenoid coil of each type
- *One (1) each of the following size replacement motor:
 - 15hp, 20hp, 25hp, 30hp, 40hp, submersible motors.
 - 20hp, 25hp, 30hp, 40hp dry motors
 - All motors to be rated for 240/480 volt use.
- One (1) of each type and size packing seal for hydraulic jacks
- 110 gallons of hydraulic oil meeting the following specification:
 - Viscosity 150 MIN. ssu @ 100 deg. F
 - Aniline Point 210 eg. F. Minimum
 - Viscosity Index 95 minimum
 - Additives Anti-foam, Anti-rust, Anti-Oxidation, Anti-Wear

4.053.4 MISC.

- One (1) set of four guide shoe rollers or liners for each type elevator
- One (1) of each type hoistway limit or leaving switch

4.053.5 INSTRUMENTS

- * UVEPROM/EEPROM Multiprogrammer -- provides method to make archival copies, program modification and option activation on microprocessor elevators.
- * Integrated circuit tester -- tests all types of integrated circuits and solid-state devices on printed circuit boards.
- * DC & AC Amp Probe -- used to check current draw on motors, generators and transformer
- * AC & DC motor analyzer -- checks motor for short, open and insulation breakdown.
- Center Reader Meter
- Tachometer -- digital or analog
- VOM meter
- * Dial indicators and magnetic bases
- * Dynamometer and Cable Grip for 3/8, 1/2, 5/8, 7/16 inch rope diameters
- Rope tension gauge
- Hydraulic pressure gauge

4.053.6 * TOOLS

- Rotary hammer
- 3/8" and 1/2" variable speed reversing drill motors
- 4" power grinder

- Hilti chipping hammer
- 110-volt and 250-volt welders
- Gas welding and cutting torches
- Oil pumps
- Oil filter and pump
- Rigid power vice, reamer, oiler, dies and cutter to 3"
- 24", 36", 48" pipe wrenches
- 1/2" electric impact wrench
- Greenlee K.O.'s 1/2" to 2"
- 6' and 10' stepladders
- 16' and 20' extension ladders
- Bearing pullers, large and small
- Split plate puller
- Wet/dry Vac
- Safety harness
- Hard hats
- Fire extinguisher, 20-lb. Minimum, rated ABC
- Industrial size first aid kit, OSHA approved
- Hand truck and dolly
- Heat gun
- Sawzall
- EMT Benders from 1/2" to 1-1/2"
- 1-1/2 ton cable hoist
- 6' and 10' load chains
- 6' and 10' nylon straps
- 3 ton chain hoist
- "A" frames
- Packing pullers
- Jack wrenches
- Portable test weights up to 5000 pounds
- Stopwatch
- Door torque gauge, 15 to 35 pound
- Portable barricades

4.053.7 **Note:** * **The** denoted parts, tools and instrument inventory may be outside local area but within Company offices elsewhere in Florida and available on any College Campus within eight (8) hours.

4.054 GENERAL SCOPE FOR ALL UNITS

- 4.054.1 Note: Some wiring diagrams are located in Elevator Mechanical Room(s). The College shall not be held responsible for furnishing equipment-wiring diagrams. The College will assist the contractor in obtaining wiring diagrams at the contractor's expense, at which time this wiring diagram becomes property of the College and must remain in the Mechanical Room for reference. Contractors are referred to the College provided or approved checklists for minimum requirements and those requirements of the equipment manufacturers. In addition to the times called for in the following paragraphs, the following are the minimum times that must be spent each month regularly and systematically cleaning, examining, adjusting, lubricating as required and if conditions warrant, repair or replace any mechanical and or electrical parts as required.
- 4.054.2 The Contractor shall be responsible for checking, cleaning up and removing all grease and dirty handprints from doorjamb, door, walls and equipment that was placed there during performance of these services.
- 4.054.3 At times, during normal working hours when the elevator technician is on campus, he may be asked to retrieve objects from the pit or secure equipment for additional work in the building, during that time there will not be any additional charge to the College.
- 4.054.4 Storage of new and/or used elevator components in the Elevator Mechanical rooms shall only be in metal storage lockers supplied, at no cost to the College, by the contractor, which shall not interfere with any electrical or mechanical clearances required by code.
- 4.054.5 For all units, the awarded contractor, herein referred to as the Contractor, shall meet the following requirements:
- Wiring: The Contractor shall be fully responsible for all electrical wiring and conductors extending to and including the elevator car from main line terminal connections on the main controller in the machine room. This includes traveling cables, hoistway wiring, conduits and wire ways. Note: The mainline switch, its fuses and feeders to the main controller are excluded from the RFP and scope of work.
 - Lubricants and Cleaning: Lubricants shall consist of oils, greases and compounds in accordance with manufactures specifications shall be furnished by the Contractor, and shall be of the highest quality, the consistencies of which shall be proper for the purposes employed and for the parts to which applied. It is understood and agreed between the parties hereto that abrasive bearing lubricants shall not be employed except on new parts installed and only of, and for the period recommended by the original manufacturer of the elevator equipment. Where abrasive bearing lubricants have been employed in conformity hereto they are to be thoroughly removed by cleaning after the working-in period has elapsed. All oil reservoirs shall be kept properly sealed to prevent leakage. The Contractor shall provide approved metal containers for temporarily containing wiping cloths while working on the premises. The Contractor shall remove all wiping cloths and any other trash, cleaning materials in the storage room after each service visit. The

Contractor shall be responsible for the proper legal disposal of old parts, paints, cleaning materials, etc.

4.055 HYDRAULIC ELEVATORS: The Contractor shall keep all elevator equipment operating and in peak performance, clean, painted, safe, components' wear tolerances within original design limits, provide maintenance and adjustments in accordance with the original design and with the equipment manufacturer's recommendations related to replacement parts, full maintenance, callback service, inspections, tests and repairs, wiring diagrams, adjusting manuals and cleaning. Contractor must maintain clean and painted floors in the elevator areas, secondary levels and pits.

4.055.1 The Contractor **SHALL SPEND AT A MINIMUM OF ONE (1) HOUR PER MONTH** on each hydraulic elevator regularly and systematically cleaning, examining, adjusting, lubricating as required. The Contractor shall provide the CONTRACT CAMPUS SITE CONTACT on each campus/center evidence documenting hours spent that month on each elevator. When and if conditions warrant, repair or replace (at no additional cost to the College) all parts of every description of the elevator systems, except as specifically noted under Work Excluded. Covered components shall include but not limited to:

- Pumps, pump motors, operating valves, valve motors (where applicable), leveling valves, plunger packing and bearings, mufflers and muffler components, exposed piping, hydraulic fluid tanks and plungers.
- Controller, leveling devices and cams, all relays, PLC's, Micro Processors, magnet frames, solid-state components, resistors, condensers, transformers, contacts, leads, timing devices, resistance or operating and motor circuits, operating circuit rectifiers. All fuses maintained in the equipment must be of the correct type, voltage and amp rating at all times. The fuses must have "like new" appearance and must be turned so that the amp rating can be read at all times.
- Hoistway door interlocks and hangars, relating cables, bottom door guides, and auxiliary door closing devices.
- Automatic power operator, door operator, car door hanger, car door contact, door protective devices, load weighing equipment, car frame, car sling, car safety mechanism, platform and wood platform sub-flooring, elevator car guide shoes (solid guides or roller).
- All signal lenses and operating fixture switches, including key switches, and push buttons visible to or used by the public shall be maintained to provide like new operation and appearance.
- Signal fixtures including lenses, bulbs, lamps, bells, buzzers, electronic components, contacts, enunciators, roto-dials, key switches, etc. When the Contractor replaces any key switch and new keys are required, the Contractor shall be responsible for furnishing six (6) replacement keys to the College.
- Check handrails in cabs monthly. Secure any loose rails to cab.

4.055.2 The contractor will periodically examine all safety devices and conduct Routine Inspections and tests required by ASME A17.1, Section 8.11 Periodic Inspection and Test required, or other applicable codes in effect at the time of this contract. Annual pressure tests shall be performed by the contractor, and scheduled with and witnessed

by the College's independent State Certified elevator inspection contractor. The contractor shall maintain an up-to-date maintenance log meeting ASME A17.1 supplied or approved by the College for all required inspections and tests (Refer to Sample Elevator Log, Section 4.11). This log shall be maintained by the Contractor and kept in the machine room and shall also contain a trouble call log.

- 4.055.3 On Roped hydraulic units examine all safety devices and governors semi-annually. Conduct annual no-load inspections and tests in accordance with ASME A17.1, Rule 8.11.3 or other applicable codes in effect at the time of this contract. Conduct five (5) year full-load, full-speed test of safety mechanism, overhead speed governors, car and counterweight buffers, and power door operation as required by ASME A17.1, Rule 8.11.3 or other applicable codes in effect at the time of commencement of this contract. All annual and five year tests shall be scheduled with and witnessed by the College's independent State Certified elevator inspection contractor.
- 4.055.4 Perform monthly operation of the Elevator Emergency Communication devices and Elevator Fireman's Phase I & II. **When an elevator phone is found to be out of service, the Contractor must contact the defined CONTRACT CAMPUS SITE CONTACT or his/her designee immediately and submit written notice. A log of Fireman's Service to be kept and maintained in the machine room, and if Fireman's Phase I or II is found to be not operating correctly, it shall be repaired immediately.**
- 4.055.5 All hydraulic elevators covered by this Request for Proposal shall have hydraulic oil filtered at least once during the first two (2) years of this contract period. The Contractor shall provide 24 hour written notification to the CONTRACT CAMPUS SITE CONTACT or his/her designee reflecting dates and times before permitting the oil filtering to witness said filtering. Completed work order shall be turned in to each campus/center CONTRACT CAMPUS SITE CONTACT immediately after completion that clearly details/defines exact scope of work done during each service call. The filtering procedure is to include landing the elevator on buffers, filtering oil into clean drums, cleaning sludge and dirt from the bottom of tank and then returning oil to tank.
- 4.055.6 Clean excessive fluid leakage from pump, pumping unit, pans, cylinder heads, machine room and pit floors. **The Contractor shall maintain logs in machine rooms of all hydraulic oil added to each elevator and is required to submit a written report of any unaccounted oil loss to the campus/center contract administrator and provide possible reason for loss. EXCESS ACCUMULATED OIL IS TO BE DISCARDED IN ACCORDANCE WITH APPLICABLE FEDERAL AND ENVIRONMENTAL REQUIREMENTS AND NOT RETURNED TO TANK UNLESS FILTERED.**
- 4.055.7 The Contractor shall maintain and, if conditions warrant, repair or replace the following auxiliary equipment.
- Emergency lighting, bulbs, batteries, trickle charger and related wiring and components.
 - Fire Emergency Operation as pertains in elevator operating devices.
 - Emergency Power Operation as pertains to elevator operating devices.
 - All existing elevator handicap devices.

- Pit light bulbs.
- Cab ventilation systems.

4.055.8 The contractor shall maintain Passenger Elevator equipment operating performance as follows. These performance criteria can be achieved by much of the equipment provided by the elevator industry. When these performance guidelines cannot be met, the elevator Contractor is to provide written explanation to the defined campus/center CONTRACT CAMPUS SITE CONTACT or his/her designee.

- Leveling Accuracy (+/-) 13mm (0.5) inches
- Running Speed 10% (+/-) of original contract speed.
- Minimum long door and short door "hold open" times, set initially at 5.0 and 3.0 seconds respectively, shall be measured periodically and be maintained at uniform settings for all elevators. The door close pressure shall be set for a maximum of 25 foot pounds.

4.056 CHAIRLIFTS AND VERTICAL PLATFORM LIFT REQUIREMENTS: The contractor shall keep all chairlifts and vertical platform lift equipment operating and at a peak performance, clean, painted, safe, components' wear tolerances within original design limits, provide maintenance and adjustments in accordance with the original design and with the equipment manufacturer's recommendations related to replacement parts, full maintenance, callback service, inspections, tests and repairs, wiring diagrams, adjusting manuals and cleaning. Contractor must maintain clean and painted floors in vertical platform lift pits and machine spaces. The area around the equipment must be cleaned to remove excess carbon dust, oil and grease. The Contractor is to maintain and paint equipment in the pits to prevent rust.

4.056.1 The Contractor **SHALL SPEND AT A MINIMUM ONE-HALF (1/2) HOUR PER MONTH** on each chairlift and vertical platform regularly and systematically cleaning, examining, adjusting, lubricating as required, and if conditions warrant, repair or replace all parts of every description of the lift systems (at no additional cost to the College), except as specifically noted under Work Excluded. Covered components include:

- Machine (include worm and gear where present), motor, thrust bearings, drive sheave, drive sheave shaft bearings, seals, gaskets, packing, brake assembly, including pulley and brake coil, contacts, linings, springs and component parts.
- Controller, selector and dispatching equipment all relays, solid state components, resistors, condensers, transformers, contacts, leads, dashpots, timing devices, computer and computer devices (including all associates boards, components and connectors), steel selector cable or tape and mechanical and electrical driving equipment. All fuses maintained in the equipment must be of the correct type, voltage and amp rating at ALL TIMES. The fuses must have "like new" appearance and must be turned so that the amp rating can be read at all times.
- Door locks, unlocking devices, switches and auxiliary door closing devices.
- All signal lenses and operating fixture switches, including key switches, and push buttons visible to or used by the public shall be maintained to provide like new operation and appearance.
- Signal fixtures including lenses, bulbs, lamps, bells, buzzers, electronic components, contacts, enunciators, key switches, etc. When the Contractor replaces a key switch and new keys are required, the Contractor shall be

responsible for furnishing six (6) replacement keys to the College.

- Check handrails, seats, and seatbelts on platforms monthly. Secure any loose seats and rails.

4.056.2 Clean excessive fluid leakage from pump, pumping unit, pans, cylinder heads and pit floors. **EXCESS ACCUMULATED OIL IS TO BE DISCARDED IN ACCORDANCE WITH APPLICABLE FEDERAL AND ENVIRONMENTAL REQUIREMENTS AND NOT RETURNED TO TANK UNLESS FILTERED.**

4.057 **DOCUMENTATION:** The Contractor shall maintain maintenance schedules and records in each elevator machine room as defined herein. These schedules shall be available to the Owner's representatives at all times. The elevator service Contractor shall keep a complete, permanent record of inspections, maintenance, lubrication and callback service for each elevator under service. **A copy of these records must be given to each campus/center CONTRACT CAMPUS SITE CONTACT and the College Administration each and every six months, beginning with the first six months of the contract.** The records shall indicate the reason for the callback, the name of the mechanic who responded, his arrival and departure time, the work performed, etc. In addition, a chronological record of all work performed shall include definitive details of exactly what service was done on each visit and be kept in the machine room. **Failure to provide these records within the first two weeks after the end of each six-month period will result in a penalty of 1/2 of 1% of the total Service Contract's monthly amount per calendar day of delay (beyond the two week period) for each elevator not reported.**

4.058 **PERFORMANCE TIMES, LEVELING, CONTRACT SPEED AND DOOR PRESSURE:** The control system shall be maintained to provide smooth acceleration and deceleration under varied conditions. **A written report shall be submitted annually by the Contractor to each campus/center contract administrator or to his/her designee, detailing the performance, leveling accuracy, contract speed and door pressure for each elevator. The report must note any deviation from specified performance criteria.** **Failure to provide these records on or before July 15 of each contract year will result in a penalty of 1/2 of 1% of the total Service Contract's monthly amount per calendar day of delay (beyond the two week period) for each elevator not reported.**

4.059 **GROUP SUPERVISORY SYSTEM:** The Contractor must check the group dispatching systems and make necessary tests to ensure that all circuits and time settings are properly adjusted and that the system performs as designed and installed by the manufacturer or to adjust and maintain revised settings upon direction of the College's Contract Administrator.

4.0510 **AVAILABILITY AND RELIABILITY:** Elevator availability and reliability will be monitored during the term of this contract and **all** elevator outages must be reported to each campus/center contract administrator or to his/her designee immediately. A penalty equal to one-tenth (1/10) of the applicable monthly rate for the affected elevator will be deducted for each calendar day that an elevator is "Out of Service" in excess of the following:

<u>Type of Repair</u>	<u>Grace period</u>
Rotating Element Repairs	72 hours
All Other Repairs	48 Hours

4.0511 REPAIRS AND MAINTAINENCE TICKETS: The Contractor is to complete College supplied or pre-approved Elevator Maintenance and Repair Tickets for all Preventative Maintenance work, repairs, callbacks and overtime work for each employee and turn in on the next workday to the defined campus/center contract administrator or designee his or her absence. Each Maintenance and Repair ticket shall be signed by the designated campus/center representative or other authorized individual. Maintenance and Repair Tickets shall be completely filled out, including clear descriptions of work performed, total time spent, building name and elevator state serial number. If repairs cannot be completed and the equipment must be shut down, the Contractors Administrator or designee is to report this shutdown, as well as all other shutdowns, immediately to the campus/center contract administrator and/or his/her designee. Penalty for failure to meet these requirements will be assessed at one percent (1%) of the applicable monthly rate for each item of non-compliance of above requirements.

4.06 WORK EXCLUDED FROM MAINTENANCE COST INCLUSION:

4.061 The Contractor shall not be required to make renewals or repairs under the maintenance portion of this contract for work requested by the College at other than the hours specified in this contract.

4.062 The College reserves the right to seek competitive proposals on work excluded under this section. However, in no case will the Contractor undertake planned work of a modification, alteration, addition or corrective nature until receipt of a properly executed Florida State College at Jacksonville purchase order.

4.063 Additional attachments or changes to equipment, as may be recommended or directed by insurance companies, Federal, State, municipal or other governmental authorities will not be included under the terms of this contract.

4.064 Nor will the repair, refinishing, and/or replacement of the structural portion of the hoistway, cab interior finishes (except handrails in the cab), cab flooring, door panel finishes, or emergency telephones and enclosures be included.

4.065 Finishes on escalator skirt panels, inner panels, deck plates and balustrades are not covered under the maintenance portion of the agreement.

4.066 Buried hydraulic piping and cylinders shall be excluded from work under this contract.

4.067 Water entering the pits shall be reported to the defined campus/center contract administrator immediately for removal.

4.068 Repairs made necessary by misuse, abuse, or vandalism of the equipment covered.

4.07 EXTRA WORK: The contractor may be requested to perform any work indicated under work excluded or “as needed” repairs and part replacements. In this event, such work will be Extra Work and payment for such work will be based on separate purchase orders issued by the Associate Vice President of Purchasing and Auxiliary Services. Such payment will be in addition to payments noted as maintenance in this agreement. NOTE: DOES NOT INCLUDE elevator replacement.

4.071 Work requests which are outside the maintenance scope of work shall be submitted for College approval as a separate quote proposal utilizing the Lot #2, Section #5.52 costing break-down format and pricing.

4.08 ELEVATOR SERVICES ADDITIONS AND DELETIONS:

4.081 The quantities set forth herein are estimates only and are based upon past experience and projected usage. The college cannot guarantee, therefore, that the entire quantity of any or all items will be ordered during the period of the contract. Conversely, during the period of the contract, the college reserves the right, as necessary, to order quantities in excess of the estimated quantities at contract prices.

4.082 The College reserves the right to add and/or subtract elevators to the current existing scope of services as deemed in the College's best interest. The College will add and/or subtract the services at the cost designated by the contract at the time the addition and/or subtraction are made. Payment for additional or modified units will be at an agreed upon price based on the price quoted herein for comparable units.

4.083 Any modifications to the resultant contract shall be mutually agreed upon and executed in the form of a formal Amendment to the Contract issued by the College's Purchasing Department. No modifications to scope of work can commence until the formal Amendment is fully executed

4.09 CONTRACT CAMPUS SITE CONTACT LISTING:

4.091 Florida State College at Jacksonville site contacts:

4.091.1 South Campus: Ron Dykeman, Senior Supervisor Campus Plant, Phone: (904) 646-2401

4.091.2 Downtown Campus/ AO/URC/ATC/940 N. Main Street Building: Ray McEwen, Senior Supervisor Campus Plant, Phone: (904) 633-8197

4.091.3 North Campus: Mark Gandy, Senior Supervisor Campus Plant, Phone: (904) 766-6692

4.091.4 Kent Campus: Dale Cason, Senior Supervisor Campus Plant, Phone: (904) 381-3560

4.091.5 Nassau Center: Jerry Abbott, Maintenance Site Manager, Phone: (904) 548-4452

4.091.6 Deerwood Center: Zoran Bozic, Maintenance Site Manager, Phone: (904) 997-2714

4.091.7 Cecil Center: Chris Johnson, Maintenance Site Manager, Phone: (904) 779-4177

4.10 CURRENT LIST OF ELEVATORS:

4.101 Florida State College at Jacksonville current listing of elevators. Note: (NOT INCLUDED IN SOW OR COST) is defined as not to be included in the Scope Of Work (SOW) NOR in the Cost proposal.

Campus	Bldg. #	Elevator S/N	Manufacturer	Type	No. of Landings	Capacity In lbs	HydroFull Load Test (6/2013)	HydroRelief Test (6/2013)	Year Installed
North (NC)	Tower 1-A164	8245	Montgomery	Hydraulic Passenger	3	3500	330 psi	380 psi	1969
	Tower 5-D	8244	Montgomery	Hydraulic Passenger	3	3500	330 psi	380 psi	1969
	Tower 3 Bldg. E	44084	Delta	Hydraulic Passenger	3	3500	450 psi	580 psi	1990
	Bldg. C – Art Galley	99018	Elevator Solutions	Incline & Vertical Wheelchair Lift	2	750	none	none	2011
	Criminal Justice	56284	Dover	Hydraulic Passenger	2	2500	390 psi	440 psi	1999
South (SC)	I Tower	8250	Montgomery	Hydraulic Passenger	4	1500	360 psi	400 psi	1969
	J Tower	40733	Dover	Hydraulic Passenger	3	3500	350 psi	420 psi	1987
	M-1 Wilson Cntr.	49768	Montgomery	Hydraulic Passenger	5	2500	390 psi	500 psi	1995
	G-123 Wilson Cntr. Wheel chair Lift	73407	Carrier	Incline & Vertical Wheelchair Lift	2	750	none	none	2003
	M-2 Wilson Cntr.	49767	Montgomery	Hydraulic Passenger	2	2500	350 psi	420 psi	1995
	(NOT INCLUDED IN SOW OR COST)	M-Main Stage (Orchestra)	NA			Lift			
	M-1 Wilson Ctr. Wheelchair Lift	50395	Montgomery Kone	Incline & Vertical Wheelchair Lift	2	450	none	None	1995
	N	24476	General	Hydraulic Passenger	2	3500	310 psi	400 psi	1976
	T	35539	Otis	Hydraulic Passenger	2	2500	370 psi	490 psi	1984
	G-103	57329	Blue Max Lifts	Incline & Vertical Wheelchair Lift	2	495	none	none	1999
	Deerwood Center (DW)	#1	33985	General	Hydraulic Passenger	2	2500	390 psi	450 psi
Jacobson's Freight		33986	Otis	Hydraulic Freight	2	5000	350 psi	420 psi	1983
G Area		34198	Otis	Hydraulic Freight	2	4000	300 psi	390 psi	1983
Garage		7954111	Kone	Traction Passenger	4	2500	Trac no load	-	2007
Nassau Center (YC)	#1 Bldg. A/B	58204	Schindler	Hydraulic Passenger	2	3500	380 psi	440 psi	2000
	#2 Tech Center - C-105	89243	Schindler	Traction Passenger	2	2500	450 psi	560 psi	2005
Kent (KC)	B	26824	Otis	Hydraulic Passenger	2	2500	350 psi	380 psi	1978
	F/North	26826	Otis	Hydraulic Passenger	2	2500	395 psi	420 psi	1978
	F/South (Glass)	59063	KONE	Hydraulic Passenger	2	2000	300 psi	360 psi	2000
	D	59296	Access Ind., Oil Lift Sys.	Limited Use Limited Application (LULA)	2	1500	700 psi	880 psi	2000
	E (Under Warranty)	59297	Mowrey	Hydraulic Passenger	2	3000	NA	NA	2019
Downtown (DC)	A - 1 West	23975	Dover	Hydraulic Passenger	3	3500	360 psi	430 psi	1976
	A - 2 Center	23976	Dover	Hydraulic Passenger	3	3500	350 psi	420 psi	1976
	A - 3 West	23977	Dover	Hydraulic Passenger	3	3500	350 psi	450 psi	1976
Administrative Offices (AO)	1A	31033	Dover	Hydraulic Passenger	4	3500	460 psi	580 psi	1981
	2A	31034	Dover	Hydraulic Passenger	4	3500	450 psi	520 psi	1981
Main Street Building	940 Main	32416	U. S.	Hydraulic Passenger	4	2500	460 psi	510 psi	1981
Urban Resource Center (URC)	West	46324	Otis	Hydraulic Passenger	4	2500	350 psi	480 psi	1992
	East	46325	Otis	Hydraulic Passenger	4	2500	350 psi	440 psi	1992
	Freight	46326	Dover	Hydraulic Passenger	4	3500	350 psi	445 psi	1992
Advance Technology Center (ATC)	#1	61138	Otis	Hydraulic Passenger	2	5000	400 psi	480 psi	2001
	#2	63161	Otis	Hydraulic Passenger	2	5000	430 psi	480 psi	2002
Cecil Commerce Center (CC) (13510 Aero Space Way)	H (Hangar 14)	61589	Schindler	Hydraulic Passenger	2	5000	480 psi	580 psi	2001
Cecil Commerce Center (CC) (5640 New World Ave)	A	91517	ThyssenKrupp	Hydraulic Passenger	2	4500	390 psi	470 psi	2006

4.11 SAMPLE Elevator Maintenance Log

FLORDIA STATE COLLEGE AT JACKSONVILLE													
PREVENTATIVE MAINTENANCE -- HYDRAULIC ELEVATOR													
SHEET 1													
Building: _____							Serial# _____			Year _____			
ON EVERY VISIT COMPLETE THE FOLLOWING:	Frequency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1. Inspect and clean machine room, pit, cartop, under car, cab & hatch door's sills.													
2. Ride car, checking for unusual noises or operation, make necessary adjustments and/or repairs. Check leveling accuracy on al landings.													
MACHINES:													
<i>Check and maintain oil in tank at proper level. Record and report any addition of oil to tank and file report with contract administrator to account for lost oil.</i>	Monthly												
Check for leaks around valves & pump, make necessary repairs.	Monthly												
Check wear and tension of belt(s), replace and adjust tension as needed.	Monthly												
Check Motor bearings	Quarterly												
*Motor bearings --lubricate per motor manufacturer's recommendations.	Annually												
Filter hydraulic fluid and clean reservoir	Annually												
CONTROLLERS & RELAY PANELS:													
Check relays, contactors & selectors, adjust for proper operation, clean contacts, and replace worn or damaged shunts.	Monthly												
Check for and remove all temporary jumpers.	Monthly												
Clean controllers	Quarterly												
Check fuses for proper ratings, replace if necessary. Clean fuse holders. Turn fuses where ampere rating can be read at all times.	Annually												
Check voltage to controller & motor connections	6 Months												
Check all resistance tubes, transformers & timers	6 Months												
Check settings and operations of overloads	6 Months												
CAR:													
Check alarm bell & two way communication	Monthly												
Check emergency stop switch operation.	Monthly												
Check photo cells, infrared safety curtain, & safety edge and retraction, clean and adjust as need.	Monthly												
Check door speeds and door pressure, check for smooth opening and closing. Adjust as needed.	Monthly												
*Lubricate car fan or blower, check operation & clean fan grille in cab.	Monthly												
Check car and hall signal fixtures, including buttons, indicating lights, lanterns and gongs. Replace as needed.	Monthly												

FLORIDA STATE COLLEGE AT JACKSONVILLE
PREVENTATIVE MAINTENANCE -- HYDRAULIC ELEVATOR

SHEET 2

Building: _____ **Serial#** _____ **Year** _____

CAR (Continue):	Frequency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Clean car station and hall push button contacts	Quarterly												
Check emergency light operation	Quarterly												
* Lubricate safety edge linkage pins & adjust	Quarterly												
Inspect leveling and limit switches.	Quarterly												
DOORS -- CAR TOP:													
Check operation of car top inspection station.	Monthly												
Check operator's belt(s), bearings, linkage, and electric contacts, replace and adjust as needed.	Monthly												
Inspect and clean gate switch	Monthly												
Check and clean car and hall door tracks, hangers and relating devices.	Monthly												
Check, adjust and replace as needed door interlocks, pickup rollers & door closures.	Monthly												
Check car and hall door gibs for wear, replace as needed with proper gibs.	Monthly												
Inspect car door tracks, hangers, up-thrust adjustment & relating devices.	Quarterly												
PIT:													
Inspect oil lines, buffers, travel cable loop.	Monthly												
Check for excessive leaking around jack packing. Replace packing when leaking in excess of 3 gallons per month. Empty pit can.	Monthly												
Check bolster plate & channels	6 Months												
HOISTWAY:													
Check stiles for cracks, bends, rust & loose bolts.	Monthly												
Check guide shoes and/or roller guides, replace/lubricate as needed.	Monthly												
Check for wear on traveling cable.	Monthly												
*Lubricate (if required) guide rails, check clips, bolts and brackets. *Fill all lubricators.	Monthly												
Inspect leveling and limit switches (contact, cam alignment) adjust as needed.	Quarterly												
Clean down hoistway	Annually												
MISCELLANEOUS:													
Check operation of sump pump. Notify contract Administrator and/or Service Center if pump does not work properly. (If installed)	Monthly												
Check fireman's service operation.	Monthly												
Annual relief pressure test	Annually												
INITIALS OF MECHANIC													
date													

*Lubricate items as required, following manufacturer's recommendation of the correct type of lubricant to be used.

5.00 Proposal/Interrogatories/Evaluation Criteria

Information to be included in your response to this RFP titled: Elevator Maintenance & Repair Services, the proposal submittal **shall** include, at a minimum, a detailed response to **all** of the following interrogatory questions. Failure to fully answer **all** questions/inquiries will cause your RFP submittal to be considered non-responsive.

To be responsive proposers shall complete this “entire” Section #5.00 Sub-Sections with RFP page 2. The College evaluation committee will evaluate responsive written proposals submitted using evaluation criteria defined herein and subject to administrative approval, negotiate with the top ranked firm(s) and a mutually agreed to contract. Please assure your proposal follows the RFP #2020C-15 numerical order format.

- 5.01 Proposers are to download each Section 5.00 Sub-section independently, complete and submit each sub-section as listed in Section 5.03.
- 5.02 Proposer shall **submit each sub-section as a separate files** on the one submitted USB/CD drive. It is the proposer’s responsibility to guarantee the USB/CD drive is 100% identical to your original hard copy proposal. In the event of a discrepancy, your original hard copy will prevail.

Proposer shall submit one original hard copy with each sub-section under a separate tabbed section including ALL requested documentation for that sub-section. **Total proposal compilation shall not exceed 75 total pages** in length to include not only all required FSCJ forms and attachments but any documents* that you include in your submittal.

*Note: Submittal of double sided pages will be counted as two pages. If your proposal in total exceeds this 75 page limit, only the first 75 pages (including any referred to pages) of your proposal will be evaluated.

* Pages THAT ARE NOT counted in your maximum 75 pages include: table of contents, drug-free signature form or policies, minority business enterprise certification form or minority certificates, FSCJ addendum signature page(s) and tab sheets.

- 5.03 The College will require the use of Two (2) sealed envelopes as part of a proposers’ submittal.

5.031 Envelope #1 – “Required RFP 2020C-15 Documents”

- Completed, signed Signatory RFP Cover Page. (Page 2)
- Completed Qualification Submittal. (COMPLETE SECTIONS 5.10 THRU 5.40)
- Current copy of all required licenses.
- Completed W-9 Form (Section 5.10, Attachment A)
- Minority Business Enterprise/Woman Business Enterprise Certificate (Section 5.10, Attachment B)
- Drug-Free Workplace Certification (Section 5.10, Attachment C)
- Public Entity Crimes Form (Section 5.10, Attachment D)
- FSCJ Site Visit Certification Form (Section 5.10, Attachment E)
- Special Condition Submission Page (Section 5.10, Attachment F)
- Completed Reference Chart (Section 5.202)
- Appendix II to Code of Federal Regulations (C.F.R. Part 200) (Section 5.40, Attachment A)

5.032 Envelope #2 – “Required Total Cost Value, Financial Documents”

- Completed Cost/Value Proposal with sample quote. (Section 5.50)
- Completed Company Financial Strength Submittal. (COMPLETE SECTION 5.60)
- Completed Insurance Form
- Completed Financial Attestation Form (Section 5.60, Attachment A)

5.04 Each sub-section must be labeled as indicated below:

ENVELOPE #1

Section 5.10 Company Unique Qualifications and Past Experience, Volume of Work Previously Awarded by College

Section 5.20 Proposed Project Staff Qualifications and Experience

Section 5.30 References

Section 5.40 Proximity and Response Time, Projected Work Load, Willingness to Meet Time & Budget Requirements

ENVELOPE #2

Section 5.50 Total Cost/Value

Section 5.60 Company Financial Strength

5.70 Finalist (Optional) Best and Final Offers:

The evaluation committee may elect to request best and final offers with finalist(s). The committee will assign up to 60 points based on the finalist response to the best and final issuance to meeting or exceeding the College's minimum or preferred specifications. The College reserves the right to issue all finalists a best and final offer invitation, as deemed in the College's best interest. (0 – 60 points)

5.80 Finalist (Optional) Interview:

The evaluation committee may schedule interviews of their proposed solutions with any finalist (as deemed in the College's best interest). Should interviews be held, the committee will assign up to 40 points based on the finalist demonstration in the interview of their understanding of the College requirements and commitment to meeting or exceeding the College's minimum or preferred specifications. (0 – 40 points)

6.00 Evaluation Criteria/Basis of Award:

The College will organize an evaluation committee who will review responsive proposals submitted. The committee will meet in a public evaluation meeting (see schedule in Section #7.00) and assign evaluation points for each criterion as defined herein. The committee will then total up each proposer's points to determine which proposer(s) would be considered a finalist. The committee may optionally request from each of the finalists Best And Final Offers or not, as deemed in the College's best interest. The committee may elect to optionally schedule an interview with all finalists or not, as deemed in the College's best interest.

Recommendation ranking of proposers for this contract(s) will be to that proposer(s) scoring the overall highest evaluation points.

It is the College's intent to recommend to its District Board of Trustees that College administration be authorized to negotiate with the top ranked proposer(s) a satisfactory contract(s), as deemed in the College's best interest. If a satisfactory contract cannot be negotiated, negotiations will be formally terminated. The College then would begin negotiations with the next ranked proposer(s) until satisfactory contract(s) #2020C-15 can be negotiated and entered into.

RFP #2020C-15
Title: Elevator Maintenance & Repair Services
Evaluation Criteria Matrix

RFP Section #	Maximum Evaluation Points	Criterion	Proposer	Proposer	Proposer
		Phase I			
5.10	20.0	Company Unique Qualifications and Past Experience, Volume of Work Awarded			
5.20	10.0	Project Staff Qualifications and Experience			
5.30	15.0	References			
5.40	10.0	Proximity and Response Plan, Projected Work Load, and Willingness to Meet Time & Budget Requirements			
5.50	35.0	Total Cost/Value			
5.60	10.0	Company Financial Strength			
	100.0	Subtotal (Phase I)			
		Phase II			
5.70	60.0	(Optional) Finalist Best and Final Offers			
5.80	40.0	(Optional) Finalist Interview			
	100.0	Subtotal (Phase II)			
	200.0	Grand Total of Phase I and Phase II			

7.00 Schedule (ALL times are EST)

2/24/2020	RFP issue date
3/3/2020 10 a.m. – 11 a.m.	Pre-Proposal Conference (Non- Mandatory attendance) Advanced Technology Center, 401 West State Street, Room T140, Jacksonville, FL 32202
3/18/2020 5 p.m.	Deadline to submit (by email to amonroe@fscj.edu) final request for clarifications
3/31/2020 @ 2:00 p.m. EST	Public proposal opening at FSCJ, Administrative Offices, 501 West State Street, Jacksonville, FL 32202 (3 rd floor purchasing) Room 305
3/31/2020 5 p.m.	Deadline to submit (by email to amonroe@fscj.edu) to FSCJ notice of your “intent” to submit FSCJ a proposal
3/31/2020 thru 4/9/2020	Evaluation committee review responsive proposals submitted.
4/9/2020 9 a.m. -12 p.m.	Public evaluation meeting, Urban Resource Center (URC), 601 West State Street, Jacksonville, FL 32202 Room #U218
4/16/2020 8 a.m. – 3 p.m.	(Optional) interview of finalist(s), time and location TBD.
4/16/2020 3 p.m. – 5 p.m.	Public Interview evaluation meeting, Urban Resource Center (URC), 601 West State Street, Jacksonville, FL 32202 Room #U218
4/20/2020	Posting of recommendation of award.
4/23/2020	End of posting period.
4/24/2020	Notice of College’s Intent to Award issuance
6/9/2020	Recommendation submitted to the College’s District Board of Trustees for approval.
6/12/2020	Planned date to sign satisfactory contract(s) (upon receipt of documents specified in College’s Intent to Award issuance)
7/1/2020	Date contract(s) RFP #2020C-15 will commence.

8.00 Special Conditions

1.02 ** EXCLUSIVE CONTRACTS **

FSCJ reserves the right to order items from other sources as deemed appropriate in conducting normal business or in the best interests of the college. However, this provision shall not be used to circumvent the intent of the contract.

1.06 ** EQUIPMENT/MATERIALS/LABOR **

It will be the responsibility of the successful proposer to supply all materials, tools, necessary labor, etc. For the work to be performed as specified.

3.01 ** DEBRIS **

Contractor shall be responsible for the prompt removal of all debris resulting from his delivery.

3.02 ** CLEANING UP **

The contractor shall at all times keep the construction area, including storage areas used by him/her, free from accumulations of waste material or rubbish and prior to completion of the work, remove any rubbish from the premises and all tools, scaffolding, equipment, and materials not the property of the college. Upon completion of the construction, the contractor shall leave the work and premises in a clean, neat and as original condition satisfactory to the college.

7.04 ** SITE INSPECTION **

It is the proposer's responsibility to become fully informed as to the nature and extent of the work required and its relation to any other work in the area, including possible interference from academic or other college activities. Arrangements for proposers inspection of college facilities and/or activity schedules may be secured from the campus/center's point of contact as stated in **Sub-Section 5.10, Attachment E prior to the question/request for clarifications deadline of 3/18/2020 at 5:00 p.m. proposers are to include in their submittal the site visitation certification form (Attachment E) with their RFP submission whether or not the proposer elected to take advantage of the site visits opportunity.** By submitting a proposal, the proposer acknowledges that he has investigated and satisfied himself as to the conditions affecting the work, including, but not limited to, those bearing upon transportation, disposal, handling, and storage of materials, availability of labor, water, electric power, at the site, the character of equipment and facilities needed preliminary to and during prosecution of work. The proposer further acknowledges that he has satisfied himself as to obstacles to be encountered insofar as this information is reasonably ascertainable from an inspection of the site, including all exploratory work done by the College as well as from information presented by the drawings and specifications made a part of this contract. Any failure by the proposer to acquaint himself with the available information will not relieve him from responsibility for estimating properly the difficulty or cost of successfully performing the work. The College assumes no responsibility for any conclusions or interpretations made by the proposer on the basis of the information made available by the College.

8.01 ** INSURANCE FOR CONTRACTING OTHER THAN PROFESSIONAL SERVICES

The “awarded” contractor shall furnish a current Certificate of Insurance to the College Executive Director, Purchasing prior to contract award / commencement of the work, as well as a copy of your GL policy endorsement that ensures the College will be provided 30 days written notice if your policy lapses for any reason. All insurance companies named on the certificate shall be the State of Florida and have a minimum A.M. Best rating of A-. This certificate must include the College **RFP Number 2020C-15** and be effective for the term of the contract and any extension thereof. All policies must be written on a primary basis, non-contributory with any other insurance coverages or self-insurance of the College. Contractor shall obtain and maintain at least the minimum insurance coverages set forth below. By requiring such minimum insurance, College shall not be deemed or construed to have assessed the risk that may be applicable to Contractor under this contract. Contractor shall assess its own risks and, if it deems appropriate and/or prudent, maintain higher limits and/or broader coverages. The Contractor is not relieved of any liability or other obligations assumed or pursuant to the Contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types. The insurance coverages stated below do not replace any surety bonds as required by contract.

The college’s required insurance coverage’s and minimum limits of liability are as shown below:

Commercial General Liability* Coverage – Occurrence Form Required	\$1,000,000 Each Occurrence \$2,000,000 General Aggregate
Automobile Liability	\$1,000,000 Combined Single Limit Each Accident
Workers Compensation and Employers Liability	Workers Compensation Statutory Limits \$500,000 E. L. Each Occupational Accident \$500,000 E. L. Disease Each Employee \$1,000,000 E. L. Policy Aggregate

*Coverage A shall include bodily injury and property damage liability for premises, operations, products and completed operations, independent contractors, contractual liability covering any resultant contract, agreement or Purchase Order, or lease, broad form property damage, and property damage resulting from explosion, collapse or underground (X,C,U) exposures.

Coverage B shall include personal injury. Coverage C medical payment is not required. The College requires General Liability Insurance policies include a waiver of subrogation in favor of the College.

The contractor will be responsible for builders risk/loss for the raw materials/equipment supplying into the project up until the College accepts and takes possession of the project.

“The winning contractor’s above described policies shall be endorsed such that should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will mail 30 days written notice to the College. A copy of the winning contractor’s actual notice of cancellation endorsement as issued on the policy(ies) signed by an authorized representative of the insurer(s) shall also be provided.”

THE DISTRICT BOARD OF TRUSTEES, FLORIDA STATE COLLEGE AT JACKSONVILLE, SHALL BE NAMED AS AN ADDITIONAL INSURED FOR THE COMMERCIAL GENERAL LIABILITY COVERAGE

AWARD CONTRACTOR'S INSURER: Please make sure that the Insurance Certificate or ACORD form returned to the College as evidence of insurance contains the College as Certificate Holder and the bid number is listed on the certificate as shown in the sample. Without a copy of your client's GL policy endorsement and these two pieces of information the certificate submitted will be considered incomplete.

11.01 ** PRE-RFP (R.F.P.) CONFERENCE **

A NON-MANDATORY PRE-RFP (R.F.P.) CONFERENCE WILL BE HELD ON 3/3/2020 AT 10:00 AM AT THE ADVANCED TECHNOLOGY CENTER, 401 WEST STATE STREET, ROOM T140, JACKSONVILLE, FL 32202. The purpose of this conference is to hear any and all questions arising from the Request For Proposal issued prior to the opening date. A formal addendum will be issued prior to RFP opening to document any changes in schedule or specifications.

11.02 ** PROTECTION OF PROPERTY **

The contractor shall at all times guard from damage or loss of property of the college or of other contractors or contractors and shall replace or repair any loss or damage unless such be caused by the college, other contractors or contractors. The college may withhold payment or make such deductions as it might deem necessary to insure reimbursement for loss or damage to property through negligence of the contractors or his agents.

12.02 ** WARRANTY AND SERVICE **

The successful proposer shall fully guarantee all items furnished against defect in materials and/or workmanship for a period of one year from date of final acceptance by the college. Should any such defect, except for normal wear and tear, appear during the warranty period, the successful proposer shall commence repair or replace same at no cost to the college within 40 hours after notice from the Executive Director of Purchasing; or the person designated by the Executive Director of Purchasing.

15.01 ** TIME OF ESSENCE/FAILURE TO PERFORM **

It is hereby understood and mutually agreed, by and between the parties hereto, that the time of completion of each project/job is an essential condition to the resultant contract.

If awarded contractor shall neglect or fail or refuse to furnish and deliver the specified services within the time specified on the project purchase order, then said contractor does hereby agree, as a consideration for the awarding of this contract, to pay to the college the sum expended by the college to contract for alternate services for the period required from the scheduled delivery date until actual completion of delivery of the services specified in the project purchase order. If the contractor shall be delayed in the completion of their work by reason of unforeseeable causes beyond their control and without their fault or negligence, including, but not restricted to, acts of nature or of the public enemy, acts or neglect of the owner, riots, civil commotions, freight embargoes or priority regulations, the period herein specified for the completion of their work shall be extended by a mutually agreed upon such time.

Provided, that the contractor shall, within seven (7) calendar days from the beginning of such delay, notify the College's Executive Director, Purchasing in writing of the causes of the delay, who shall ascertain the facts and extent of the delay and notify the contractor within a reasonable time of decision in the matter.

15.02 ** SUBCONTRACTING **

Where a contractor does not have the capability or the time to complete the work required under this proposal/RFP 'in-house', subcontracting will be permitted only with the prior knowledge and approval of the Florida State College at Jacksonville. Therefore, the name of any subcontractor contemplated for use will be included as part of the requested project proposal. This process is needed so that the College can be assured and in agreement that the subcontractor(s) can complete the work to the desired quality and in a timely manner. The subcontractor(s) must be identified with the proposed subcontractor's licensure authorizing the ability to perform the assigned work at the time of job proposal request.

15.04 ** Liquidated Damages **

If the awarded vendor fails to deliver the supplies or perform the services within the time specified in resultant contract, or any extension thereof, the actual damage to the College for the delay will be difficult or impossible to determine. Therefore, in lieu of actual damages the vendor shall pay to the college as fixed, agreed and **liquidated damages for each calendar day or delay, as calculated in General Formula stated in Paragraph 3.013**. Alternatively, the College may terminate the resultant contract in whole or, in part as provided in this clause, and in that event the vendor shall be liable, in addition to the excess costs provided in this clause, for such liquidated damages accruing until such time as the college may reasonably obtain delivery or performance of similar supplies or services. The vendor shall not be charged with liquidated damages when the delay arises out of causes beyond the control and without the fault or negligence of the vendor and in such event, subject to the 'disputes' clause, the College shall ascertain the facts and extent of the delay and shall extend the time for performance of the contract when in their judgment the findings of fact justify an extension.

15.05 ** PROOF OF FUNCTIONAL CAPABILITIES **

It should be understood by the Contractor that award of this contract may be subject to satisfactory proof of functional capabilities of the equipment/services/items as specified under this solicitation. If required, the Contractor will have to demonstrate these capabilities within seven (7) days after conditional award.

16.01 ** MODIFICATIONS PRIOR TO DATE SET FOR OPENING PROPOSALS/RFPs **

The right is reserved, as the interest of the College may require, to revise or amend the specifications or drawings or both prior to the date set for opening of proposals/RFPs. Such revisions and amendments, if any, will be announced by an addendum to the RFP. If the revisions and amendments are of a nature which require material changes in quantities or prices RFP or both, the date set for the opening of proposals/RFPs may be postponed by such number of days as in the opinion of the Executive Director of Purchasing will enable proposers to revise their proposals/RFPs. In such cases, the addendum will include an announcement of the new proposal/RFP opening date.

17.01 ** EXTRAS **

No payment for extras to an original accepted proposal request in which a purchase order was issued shall be made unless such extras and the price therefor have been authorized in writing by the Executive Director, Purchasing in the form of a Purchase Order Change Order.

19.01 ** MANUALS **

The successful proposer shall furnish instruction manuals in the ratio of one manual for each new unit installed. The instruction manual shall describe the technical operations of the equipment and define the capabilities.

21.02 ** ANNUAL FIRM PRICE/INDEFINITE QUANTITY CONTRACT **

The intent of this RFP is to establish an annual service requirements contract for Florida State College at Jacksonville.

The contract will extend for the initial period commencing on or about 07/01/2020 (or date of award if award is subsequent thereto) through 06/30/2021. The contract may be extended thereafter for with up to five (5) optional one (1) year periods of time by mutual agreement between the Contractor(s) and the College, providing there is no change in terms and conditions. Rates may be negotiated annually, same terms and conditions, continued receipt of adequate appropriations by the State of Florida Legislature, and administrative approval of extension. In the event that the contract(s), resulting from the award of this RFP shall terminate or be likely to terminate prior to the making of an award for a new contract for the identified services, the College may notify contractor(s) in writing at least sixty (60) calendar days prior to the expiration date of the contract, and with the written consent of the "Contractor"(s), extend the contract(s) for such comparable period of time as may be necessary to permit the College's continued supply of the identified services.

An unfunded annual requirement contract will be awarded to the successful Contractor(s). No deliveries are to be made or services provided thereunder until each fiscal year funded Purchase Orders are issued by the Purchasing Department. All such orders will cite the basic contract number and will include price, terms and delivery provisions as set forth therein. Invoicing will be made in accordance with the instructions contained in the funded purchase orders.

The quantities set forth herein are estimates only and are based upon past experience and projected usage. The college cannot guarantee, therefore, that the entire quantity of any or all services will be ordered during the period of the contract. Conversely, during the period of the contract, the college reserves the right, as necessary, to order quantities in excess of the estimated quantities at contract prices.

23.90 ** INTERPRETATIONS/PROTESTS **

Any questions concerning conditions or specifications shall be directed in writing to the Purchasing Department. Inquires must reference the date of bid opening and bid number. No interpretations to such questions or inquiries shall be considered binding unless provided in writing by the College.

23.91 **PROTEST OF SOLICITATION SPECIFICATIONS **

To protest the specifications or the terms and conditions contained Request For Proposal (RFP) a written notice that includes the solicitation #2020C-15 titled Elevator Maintenance & Repair Services, together with a brief description of the basis for the protest must be filed with the Executive Director of Purchasing at 501 W. State Street, Jacksonville, FL 32202, within 72 hours after receipt of the project solicitation specifications. For purposes of this section, Saturdays, Sundays and State Holidays shall be excluded in the computations of the 72 hour time period. A formal written protest must be filed within 10 days after the date of the Notice of Protest is filed. The formal written protest must state with particularity all facts and law upon which the protest is based. **FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57(3), FLORIDA STATUTES, OR FAILURE TO POST THE BOND OR OTHER SECURITY REQUIRED BY LAW WITHIN THE TIME ALLOWED FOR FILING A BOND SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES.**

23.92 ** PROTEST OF AWARDS AND INTENDED AWARD **

A respondent may only protest a decision or intended decision of the College (including the issuing of specifications and/or awards) resulting from a competitive solicitation for a contract of \$65,000 or more. Bid tabulations with recommended awards will be posted **On or About 4/20/2020** for review by interested parties on the purchasing web page: www.fscj.edu/bids unless changed by addendum, and will remain posted for a period of 72 hours (not including Saturdays, Sundays and State Holidays). Any person who is adversely affected by the college's decision or intended decision shall file a written notice of protest that includes the solicitation # and title, together with a brief description of the basis for the protest with the Executive Director of Purchasing at 501 W. State Street, Jacksonville, FL 32202, within 72 hours after the posting of the tabulation sheet. A formal written protest must be filed within 10 days after the date the notice of protest was filed. The formal written protest shall state with particularity all facts and law upon which the protest is based. Inspection or examination of opened bids or proposals are available for inspection from 7am-5pm Monday-Friday by appointment, upon notice of a decision or intended decision, or 10 days after Request For Proposal (RFP) public opening, whichever is earlier. Failure to timely file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to timely deliver the required filing fee and security bond in accordance with the Florida State College of Jacksonville Board Rule 6Hx 7-5.1 and Administrative Procedures 05-0601 shall constitute a waiver of any right to protest proceedings. The College's protest procedures is located on the College's website link: <https://fscjapm.blob.core.windows.net/apm/05-0601.pdf> or may be requested from the College's Purchasing Department.

Florida State College at Jacksonville provides equal access to education, employment, programs, services and activities and does not discriminate on the basis of age, race, color, national origin, sex, disability, religious belief, or marital status. The College Equity Officer has been designated to handle inquiries regarding the non-discrimination policies and may be contacted at equityofficer@fscj.edu.

Florida State College at Jacksonville is a member of the Florida College System and is not affiliated with any other public or private university or college in Florida or elsewhere.

Florida State College at Jacksonville is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida State College at Jacksonville. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.