

**REQUEST FOR PROPOSAL
ELEVATOR MODERNIZATION & MAINTENANCE / SERVICE
PROGRAM**

The Board of Library Trustees of the Shaker Heights Library (the “Owner”) in accordance with Ohio Revised Code Sections 3375.41 and 4101:5-1-02 intends to contract with an elevator firm (“elevator modernization and maintenance / service program”) in connection with the Project as described below.

I. Project Description

The Project will consist of elevator modernization to (2) two hydraulic elevators, and maintenance / service program at the Shaker Heights Public Library (main branch) located at 16500 Van Aken Blvd., Shaker Heights, OH 44120.

The Owner has selected RFC Contracting, LLC as its Owner’s Representative.

II. Scope of Elevator Modernization and Maintenance / Service Program

A. Modernization of Two (2) Hydraulic Elevators: The modernization will consist of upgrades to two (2) hydraulic elevators. Including but not limited to: controller, landing systems, pumping unit, car and hoistway door equipment package (including hoistway doors, clutches, interlocks, door unlocking devices, tracks, roller guides and restrictors, car doors, door operators, door protection, etc.), hoistway and machine room wiring, ADA compliant and vandal resistant cab and hall fixtures equipment (including lanterns, push button stations, car position indicators, emergency lighting, phone systems, intercom systems, fans, fire service phase features, handicap signal, car position indicator, key switches, GFI outlets, state certificate windows, etc.). The modernizations will take part in phases with the East elevator completed, inspected, owner acceptance and turnover prior to commencing work on the West elevator. Provide all required state and local inspections, acceptance certificates and operating permits as required by authorities having jurisdiction for normal, unrestricted elevator use prior to acceptance and turnover on each elevator. Provide owner’s staff with all applicable training with video documentation. Provide two (2) hard copies and one (1) electronic copy (flash drive or cloud download) of operation and maintenance data manuals upon acceptance and turnover. Provide manufactures special warranty, manufacturer agrees to repair, restore, or replace elevator work that fails in materials or workmanship within warranty period of one (1) year from date of Owner acceptance and turnover on each elevator.

B. Maintenance / Service Program: The maintenance / service program may include but is not limited to: Implementation of maintenance / service program including: 24-hour service calls, visual inspections, adjustments, lubrication, annual equipment testing and safety inspections, written documentation and record keeping. Components and parts covered under program including but not limited to: safety equipment, mechanical, hydraulic, and electrical controls and components, cab and hall fixtures, pumps, valves, power units, landing positioning systems, jacks, car frames and platforms, car and hoistway door operating devices, door protection equipment, etc. Term of Maintenance / Service Program is 24 months.

III. Evaluation Criteria for Selection

Request for Proposal should separately describe the firm's capabilities to provide the elevator modernization and maintenance / service program, and the Request for Proposal should include:

- (a) A cover letter that provides the name, address and phone number of the office where the personnel assigned to the Project will be based and principal contact person.
- (b) Company overview including the number of years of existence, legal form of firm, location of home office, number of licensed professionals and general firm history.
- (c) The technical training, education and experience of the firm's owners and key personnel who will be assigned to perform services on the project.
- (d) The technical training, education and experience of the firm's current staff.
- (e) Availability of staff.
- (f) The firm's equipment and facilities and the location, availability and accessibility of facilities and equipment to support staff activities on the Project.
- (g) Experience in elevator modification, and maintenance / service program.
- (h) Provide at least three (3) references of similar projects in size and scope.

- (i) Services that the firm typically performs in-house versus services that the firm typically performs through a subcontractor.
- (j) The firm's record keeping, reporting, monitoring and other information management systems, including scheduling and cost control systems.
- (k) Any previous work performed in connection with the Owner or any other political subdivisions.
- (l) The firm's experience with the governmental and quasi-governmental entities with jurisdiction over the project and their requirements.
- (m) Proximity of the firm to the Project site.
- (n) The firm's track record and ability to deliver a project on scope, on time and within budget.
- (o) Other similar information.

IV. Questions and Inquiries

Questions regarding interpretation of the content of this Request for Proposal must be directed by e-mail to:

Amy Switzer, Director
Shaker Heights Public Library
Email: amy.switzer@shakerlibrary.org

The subject line of the e-mail should clearly read "Request for Proposal by [Company Name] for Shaker Main Library Elevator Modernization and Maintenance / Service Program."

Answers to any questions shall be in writing and shall be posted on the Owner's webpage at <https://shakerlibrary.org/about-us/invitation-to-requests-for-proposals>

The Owner will also endeavor to notify firms who are on record with the Owner as having received a copy of this Request for Proposal when an update has been posted to the Owner's webpage. It is therefore imperative that firms provide full and accurate contact information to the Owner, including e-mail addresses, and updates will be deemed to have been validly given if emailed or otherwise furnished to each firm's contact person of record.

Notwithstanding the foregoing, all firms will be presumed to have actual knowledge of all information posted on the Owner's webpage relating to this Request for Proposal, and firms shall not avail themselves of incomplete knowledge and/or lack of familiarity of this Request for Proposal and any addenda thereto resulting from the firm's failure to register with and provide accurate contact information to the Owner and/or a firm's failure to check the Owner's webpage. Interpretations, corrections and changes of the Request for Proposal which are made in any manner other than a written addendum will not be binding.

Firms considering responding to this Request for Proposal are strictly prohibited from communicating with any member of Owner's staff or Representatives of the Owner except as set forth in this Part IV.

V. Submittal Instructions

Firms interested in being considered should submit one electronic copy of the firm's Request for Proposal by e-mail to:

Shaker Heights Public Library
Attention: Amy Switzer, Director
Email: amy.switzer@shakerlibrary.org

The subject line of the e-mail should clearly read "Request for Proposal for SHPL Main Branch Elevator Modernization and Maintenance / Service Program."

Request for Proposal must be submitted not later than 2:00 P.M., Eastern Time, on May 23rd, 2022. Request for Proposal's submitted after this date and time will not be accepted.

VI. Selection Process.

Responding firms will be evaluated separately and ranked in order of their qualifications. As part of this evaluation, the Owner may hold interviews with individual firms. The Owner expects to enter into contract negotiations with the firm ranked most qualified to perform the services needed. The Owner also reserves the right, in any manner the Owner deems appropriate, to enter into more than one contract for components of the Project rather than a single contract for the entire Project and to rank and select more than one firm to provide services for components of the Project rather than a single firm for the entire Project.

Request for Proposal's received in response to this Request for Proposal will be placed on file by the Owner, and firms submitting a Request for Proposal shall be

deemed a pre-qualified firm for consideration for future projects of the Owner in accordance with Ohio Revised Code 3375.41 and 4104:5-1-02 A pre-qualified firm is not guaranteed any work during the eligibility period.