



CITY OF SAN ANTONIO

P.O. Box 839966
San Antonio, Texas 78283-3966

ADDENDUM II

SUBJECT: Request for Competitive Sealed Proposal (RFCSP) for an Annual Contract for Elevator and Escalator Preventative Maintenance for Various City Facilities, (RFCSP 13-021-JM, RFX # 6100001890), Scheduled to open: April 12, 2013
Date of Issue: March 3, 2013

FROM: Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator

DATE: March 29, 2013

THIS NOTICE SHALL SERVE AS ADDENDUM NO. II - TO THE ABOVE REFERENCED REQUEST FOR COMPETITIVE SEALED PROPOSALS.

THE RESPONSES TO THE QUESTIONS ASKED SHALL CONSTITUTE CHANGES TO SECTION 004 OF THE SPECIFICATIONS OF THE RFCSP. THIS ADDENDUM IS PART OF THE CONTRACT AND SHALL BE SUBMITTED WITH EACH PROPOSAL.

1. **004 SPECIFICATIONS / SCOPE OF SERVICE**, Equipment To Be Maintained. Add the following equipment:
 - A. **Public Safety Headquarters – 315 S. Santa Rosa:**
7 Electric Elevators
 - B. **Fire Department Service Division – 230 S. Callaghan RD:**
1 Hydraulic Elevator
2. **004 SPECIFICATIONS / SCOPE OF SERVICE**, Contractor's Personnel Qualifications, "Elevator Mechanics shall" Section is revised as follows:
"Elevator Mechanics shall:
 - A. Have manufacturer training on the type of equipment to be maintained in these facilities.
 - B. Have a minimum of five years of experience providing maintenance on commercial elevators within the last seven years.
 - C. Be a permanent employee of the contractor."
3. **004 SPECIFICATIONS / SCOPE OF SERVICE**, Specifications Section is revised as follows:
"Contractor shall perform monthly preventive maintenance inspections on each item of Equipment listed herein, and notify the facility Building Maintenance Manager prior to scheduling each inspection and provide the date and time of each inspection."
4. **004 SPECIFICATIONS / SCOPE OF SERVICE**, Normal Business Hours / Overtime Hours Section. Add the following statement:
"The San Antonio Municipal (Main) Plaza Building and the San Antonio City Hall shall not receive services, unless otherwise authorized by the Building and Equipment Services Department, for a period beginning at 1 p.m. on Wednesdays and all day on Thursdays."

5. **004 SPECIFICATIONS / SCOPE OF SERVICE**, Inspections Section – Delete section in its entirety.
6. **005 SUPPLEMENTAL TERMS & CONDITIONS**, Original Contract Term is revised as follows: “This contract shall begin upon the effective date of the ordinance awarding the contract, or May 1, 2013, whichever is later. This contract shall terminate on **September 30, 2015.**” The renewal and extensions provisions are not modified by this change.

All other specifications, terms and conditions of the RFCSP, not specifically changed by this or any other addendum, are retained in their entirety.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, PRE-SUBMITTAL CONFERENCE:

On March 12, 2013, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the RFCSP for an Annual Contract for Elevator and Escalator Preventative Maintenance for Various City Facilities (RFCSP 13-021-JM, RFX # 6100001890), for the City of San Antonio. Below is a list of questions that were asked during the conference. The City’s official response to questions asked is as follows:

Question 1: Violations noted by the QEI inspector, will violations noted by the QEI inspector be corrected prior to new company taking over?

Response: If existing violations have been identified by a QEI inspector, the City is responsible for correcting the deficiencies. This can either occur prior to implementing a new contract, or after the new contract is awarded. If it is the latter, a separate estimate is required to perform the corrections.

Question 2: Regarding the qualification, for companies that have less than 10 years of experience, is this a stipulation?

Response: Refer to section 004 Specifications / Scope of Service, Contractor Qualifications; this is a requirement of the contract. The contractor must have at least ten (10) years providing elevator maintenance, repair and inspection services for facilities of a similar size with similar equipment.

Question 3: Will each company have an opportunity to give a formal presentation?

Response: The evaluation committee will review the proposals and if there is a need to conduct interviews, firms would be contacted at that time.

Question 4: From a planning perspective, will you put a schedule together for site surveys for the equipment or will that be up to us to go and look at?

Response: A schedule for equipment inspection has been developed for the downtown locations only on **Tuesday, April 2** beginning at 8:00 a.m. The schedule is listed as Attachment A to Addendum II. The site inspections will be within walking distance from each other; however this tour will include at least 4 miles of walking. Please wear comfortable shoes and bring plenty of water. If you plan to attend the site visit, please notify Jackie Mendez via email jacquelyn.mendez@sanantonio.gov no later than 2 p.m. on Monday, April 1, 2013. Upon request, the remainder of the site inspections will be scheduled.

**QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, RESTRICTIONS ON
COMMUNICATION:**

Question 5: Specifications state the elevator contractor must have a minimum of ten (10) continuous years in business prior to proposal submittal. Based on this requirement, are Small Businesses with less than ten (10) years of continuous years in business automatically disqualified for this RFCSP?

Response: Please refer to the response for Question 2 on this Addendum.

Question 6: In order to accurately respond to this RFCSP, a comprehensive survey must be scheduled to determine the current maintenance level of each conveyance unit. Given the number of vertical transportation units and locations, what schedule has been established to conduct the site equipment surveys?

Response: Please refer to the response for Question 4 on this Addendum.

Question 7: Are there any restrictions for performing maintenance during normal business hours at any location or on any conveyance listed in the RFCSP?

Response: Yes, restrictions apply to City Hall and the Municipal Plaza Building. These facilities will be unavailable for service beginning at 1 p.m. on Wednesdays and all day on Thursdays, unless authorized by management in the Building and Equipment Services Department.

Question 8: Elevator mechanics are not required to be registered under TDLR Texas Health & Safety 754, Subchapter B- Section 754.0171. This section pertains to Contractor Registration only. Should the RFCSP be changed to reflect the contractor responsibility?

Response: The elevator mechanics are not required to be registered. Only the contractor is required to be registered.

Question 9: Are weekly inspections required of each item of equipment listed in this RFCSP?

Response: Contractor shall perform monthly inspections on each item of equipment listed.

Question 10: Based on the number of units and locations, the labor hours to simply "inspect" each unit will exceed 80 mechanic hours per week. Define "inspection".

Response: See the response to Question 9 above.

Question 11: Inspections are part of normal monthly maintenance, is this redundant? Is this the intent of the specification?

Response: This specification is intended to provide monthly preventive maintenance and repair services.

Question 12: Define normal service calls and emergency calls. RFCSP states the City will identify emergency calls at time of notification. What is the protocol, scenario, and written policy for determining an emergency calls verses a normal service calls?

Response: Refer to section 004 Specifications / Scope of Service, Call Backs and Response Time and Service Calls, Emergency Calls, and Response Time; this is a requirement of the contract.

Question 13: What is the MTBC (Meantime-Between-Call-Backs) at the present time for all units? This question is based on the out of service credits provision in the document.

Response: The present MTBC is not relevant to preparing a response to this RFCSP.

Question 14: The document states the contractor shall be responsible for sub-contracting with the State Inspector. Texas is a 3rd party inspection State. QEI Inspectors are licensed through the State of Texas. It is the responsibility of the conveyance owner in the State of Texas to pay the fees associated with Vertical Transportation Annual Safety Inspections. Additionally, all inspection reports are delivered to the owner not the contractor for approval and signature. Please clarify this specified provision.

Response: The City is removing the requirement for the contractor to subcontract with a certified inspector. The City will contract separately with a certified inspector for the state mandated annual inspections. All references to state mandated annual inspections are hereby removed from this RFCSP.

Question 15: Internet web-based electronic recordkeeping systems are unavailable to small businesses. Will the absence of this provision disqualify locally owned and operated small business elevator contractors?

Response: Refer to section 004 Specifications / Scope of Service, Reports; this is a requirement of the contract.

Question 16: In the Hydraulic Elevator section, the 4th paragraph appears to include mainline disconnects and outlets. Please clarify if these items are included in the specification. NOTE: Elevator Contractors are not licensed electrical contractors.

Response: Contractor is not responsible for mainline disconnect switches or hoist-way outlets.

Question 17: Is there a disadvantaged business participation goal on this contract? If so, please publish the percentage.

Response: There is not a disadvantaged business participation goal in this Request for Competitive Sealed Proposal.

Question 18: Wasn't this contract awarded to another vendor last year? If so, can I get a copy of the bid tabulation.

Response: There was not an identical contract awarded last year. This contract represents a consolidation of several contracts and is for a different term.

Question 19: Is it possible for you to provide me with the results of the last bid? Who is the current service provider and the term of the current contract?

Response: Please see the response to Question 18 above.

Question 20: Who is responsible for the elevator and escalator violations note in the QEI report that were performed prior to the bid? I would think it would be the company that you have been paying monthly to cover these costs. If this is going to be the responsibility of the new elevator contractor

then once again, the cost is going to increase and this should not happen because the responsibility should be with the existing service company.

Response: Please refer to the response for Question 1 on this Addendum.

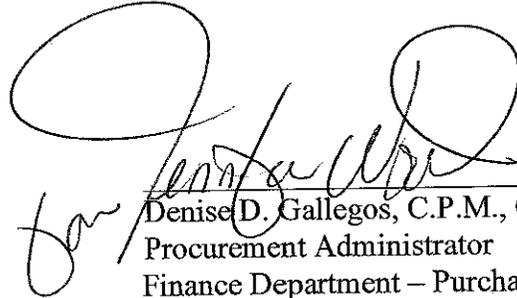
Question 21: Will you accept pre-maintenance to those elevators and escalators that may need major repairs (i.e. rope replacement, step chain replacement, etc.)?

Response: Any major repairs that have not been previously identified by the QEI inspector will need to be brought to the attention of the respective Building Maintenance Manager/Coordinator with an estimate to perform the repair within one month of the start of the contract.

Question 22: The Service Credits seem to be a little extreme. Keep in mind that bidders will place some kind of insurance into their bid to cover possible credit losses if invoked or not. This provision could be costing you money. Do the service credits apply to the length of time it takes to repair an elevator (i.e. elevator out of service for major repairs to motors, generators, recabling etc.)? Is it your intention to invoke service credits for elevator out of service due to minor adjustment and or minor repairs?

Response: In the event that the elevator, escalator and related components are inoperable or malfunctioning for extended periods, the City may invoke service credits if the substandard condition exists for longer than four hours for a normal service call, or for longer than one hour for emergency calls.

****THIS ADDENDUM MUST BE SIGNED AND RETURNED WITH THE PROPOSAL PACKAGE****



Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator
Finance Department – Purchasing Division

Date: _____

Company Name: _____

Address: _____

City/State/Zip Code: _____

Signature: _____