LUZERNE COUNTY COMMUNITY COLLEGE
REQUEST FOR PROPOSAL
Elevator Maintenance Agreement

Section I. INTRODUCTION
Luzerne County Community College is seeking proposals from qualified Companies to provide Elevator Service, Inspections and Preventive Maintenance. This document is a Request for Proposal (RFP) for the services described below and does not obligate LCCC to accept responses from eligible Companies. The RFP establishes minimum requirements a Company must meet in order to be eligible for consideration as well as information to be included in the Company’s proposal.

Carefully examine the specifications, conditions and limitations. The selection of the successful Company will be made based on LCCC’s evaluation and determination of the relative ability of each Company to deliver quality service in a cost-effective manner. The following specific criteria will be evaluated and must be addressed in the proposal:

1 Company History and Organization
2 Cost Proposal and Invoicing
3 Insurance
4 References

LCCC is not obligated to accept the lowest proposal and reserves the right to reject any and all proposals or amend the scope of the project. All of the Companies must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

Under the Right To Know Law, the College is required to post to the PA Treasury Website all documents (BPO, PO, contract or agreement) for transactions valued at $5,000.00 and above.

Section II. SUBMISSION OF PROPOSALS
Responses to this RFP are due by 3:00 pm on July 19, 2017. Late submittals will be rejected. All proposals are to be sealed and addressed to:
Luzerne County Community College
Purchasing Director, Mr. Len Olzinski
1333 S. Prospect Street
Nanticoke, PA  18634
Phone: 570-740-0370
Email: lolzinski@luzerne.edu

The proposal submission may be mailed or delivered to the above address. Any questions regarding this RFP may be addressed to Len Olzinski, Director of Purchasing at 570-740-0370 or Keith Graham, Director of Physical Plant at kgraham@luzerne.edu.

Section III. CONTRACT TERM
The term of this contract shall be for a five (5) year period, commencing on Sept 1, 2017 and continuing for five (5) consecutive fiscal years thereafter, unless terminated by either party with thirty (30) days written notice.

Section IV. SCOPE OF SERVICES
Request an RFP to Provide Elevator Service, Inspections and Preventive Maintenance.
This service should include elevator service, inspections and preventive maintenance to all the College’s elevator/dumbwaiter equipment.

They are as follows:

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Equipment Type</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Otis Elevator Company</td>
<td>Hydraulic</td>
<td>Francis S. and Mary Gill Carrozza, R.N. Health Sciences Center</td>
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</tbody>
</table>
The scope of the agreement shall include but not be limited to maintaining the units using trained personnel. Maintenance should include inspection, lubrication, and adjustment and, if conditions or usage warrant, repair or replacement of the following parts:

- All electrical components including but not limited to controllers, relays, solid-state components, transformers, and all electronic equipment;
- All hardware including but not limited to doors, lights, door protective devices, load weighting equipment, and car safety mechanisms, platforms, etc.
- All door related hardware including but not limited to interlocks and hangers, guides, etc.
- All machine parts related to equipment operation including but not limited to gears, bearings, pulleys, brakes, motors, car counterweights, drive sheaves, etc.
- All hydraulic components including but not limited to pumps, pump motors, operating valves, plungers and cylinders, and hydraulic fluid tanks, etc.

Company will be required to:

- keep a parts inventory, major component inventory and quality control measures to ensure limited down time (within 24 hours) and expedient repair in case of emergencies;
- provide 24 hour service, year round dispatching including contact person and number outside of regular business hours. It is expected that response time during normal business hours would occur within a four (4) hour period, within 12 hours for after hour service requests;
- perform preventive maintenance on each piece of equipment (elevator or dumbwaiter) a MINIMUM of three (3) to four (4) times per year plus any service calls;
- check in and check out with Security and contact a representative of the Physical Plant (verbally or voice message) when on campus;
- provide service call history reports for each visit as well as monthly and/or annual reports;
- conduct regular safety tests, provide safety training, and inspections as required under State codes; and
- conduct safety testing in conjunction with third party inspection required by State codes.
V. INSTRUCTIONS
Responding Companies must address the following subjects in their proposal:

1. **Company History and Organization**
Provide a brief company history. Explain ownership and include brief biographical information regarding the personnel who would be directly responsible for the service.

2. **Cost Proposal and Invoicing**
Provide rates and any and all associated fees corresponding with the services described in Section IV.

3. **Insurance (Companies/Contractors only, does not apply to individuals)**
The successful bidder shall carry and maintain, with respect to any work or service to be performed at LCCC facilities, insurance written by a responsible insurance carrier, to provide for the following:

   o Workers’ Compensation as required by applicable statute and Employer’s Liability Insurance.
   o Commercial General Liability Insurance in the amount of $1,000,000 listing the College as additional insured
   o Automobile Liability

Include a copy of Certificate of Insurance including limits with the response.

4. **References**
Provide at least three (3) client references whose facilities are comparable in size and profile to Luzerne County Community College. Include company name, address, a contact person and contact number.