



Request for Proposal

ELEVATOR AND ESCALATOR MAINTENANCE AND INSPECTION SERVICES

Richland – Lexington Airport District West Columbia, SC

ISSUED DATE: April 9, 2017

ISSUED BY: Richland – Lexington Airport District
125A Summer Lake Drive
West Columbia, SC 29170

POINT OF CONTACT: Tamie Head, Terminal and Contracts Manager
Email: t.head@columbiaairport.com

NON-MANDATORY MEETING: April 18, 2017 at 1:00 p.m.
Columbia Metropolitan Airport - Carolina Room
3250 Airport Blvd, West Columbia SC 29170

QUESTION DEADLINE: April 21, 2017; no later than 2:00 p.m.

PROPOSAL DEADLINE: May 1, 2017; no later than 2:00 p.m.
Richland – Lexington Airport District
Attn: Tamie Head, Terminal and Contracts Manager
125A Summer Lake Drive
West Columbia, SC 29170

SCOPE OF WORK

It is the intent for the Service Provider to implement a Preventive Maintenance and Inspection Service for nine (9) Elevators and six (6) Escalators at the Columbia Metropolitan Airport (“Airport”).

The Service Provider agrees to perform Quarterly, Semi-Annual and Annual Inspections, as well as maintenance and emergency callback services for the specified equipment. Service Provider shall agree that each piece of equipment is to be inspected or serviced and shall be taken out of service if it is not possible to perform the required inspections and/or services. The Unit Proposal Prices shall be the figures used to calculate these services. All work must be satisfactory and meet the approval of the Airport. The Service Provider agrees to issue a monetary credit to the Airport for any elevator or escalator included in this RFP that may be removed during the contract term.

SPECIFICATIONS

The Elevators and Escalators Maintenance and Inspection Service Program, as described in this proposal, shall be performed in accordance with a Preventive Maintenance and Inspection Service Schedule specific to the Airport equipment. The Service Provider shall agree and perform all Maintenance and Inspection Services including Emergency Callback Service for the Elevators and Escalators as defined in the Manufacturer Manual for each piece of equipment listed in this Proposal.

The Service Provider shall provide a qualified technician assigned to the Airport with a backup qualified technician available for all work performed. These qualified technicians shall be directly employed and supervised by the Service Provider and shall perform all work according to the Manufacturer’s Operation and Maintenance manual specifications.

The Service Provider shall assign a representative who will be the Airport’s primary contact for communications. The Service Provider understands and agrees to remain on call twenty-four (24) hours per day, seven (7) days per week, and three hundred sixty five (365) days per year (including holidays and weekends). Service Provider shall respond to calls within (2) two hours of receiving notification.

The Service Provider shall provide a Contact Person’s Name and Title, office number, cell phone number, emergency contact number, as well as the Service Provider’s company office number and answering service number, if available.

During each Preventative Maintenance and Inspection Service, the Service Provider shall agree to examine and determine the nature and extent of any maintenance or repair issue not covered under this scope of work. Any issue found beyond the scope of work and specifications shall be reported to the Airport immediately followed by a written report detailing the issue as well as recommendations to resolve the issue.

All personnel assigned to work at the Airport must successfully clear a criminal records history check and fingerprinted and badged under the Airport’s Security Rules and Regulations. The Service Provider will be responsible for all costs associated with this process (approximately \$85.00 per person).

PREVENTATIVE MAINTENANCE AND INSPECTION CHECKLIST

The on-site Maintenance and Inspection Services to be provided shall include, but are not limited to, the following performed tasks:

1. A complete structural and systems inspection of all Elevators and Escalators;
2. Lubrication and inspection of all applicable rollers and bearings;
3. Testing and adjustment of all Elevator and Escalator controls and safety systems;
4. Inspection of all electrical panels and wiring for integrity and contamination
5. Completion of an Elevators and Escalators performance checklist with a detailed written report of any discrepancies found with written recommendations for correction provided to the Airport.

SERVICES PROVIDED SHALL INCLUDE:

1. Quarterly-Preventive Maintenance and Inspection Service:
Quarterly Maintenance and Inspection Service shall include four (4) trips, consisting of: four (4) Quarterly Maintenance Services and Inspections each year.
2. Semi-Annual-Preventive Maintenance and Inspection Service:
Semi-Annual Maintenance and Inspection Service shall include two (2) trips, consisting of: two (2) Semi-Annual Maintenance Services and Inspections each year.
3. Annual-Preventive Maintenance and Inspection Service:
Annual Maintenance and Inspection Service includes one (1) trip, consisting of: one (1) Annual Maintenance and Inspection each year.

All schedules shall be pre-approved and is at the discretion of the Airport. All Maintenance Services shall be conducted as listed in the Manufacturers Operation and Maintenance Manual.

A checklist of inspection and preventative maintenance items that should be performed at a minimum for both elevators and escalators can be found as Attachment A to this RFP.

Additional Inspection of the equipment shall be on a form created by the Service Provider and approved by the Airport. The intent of the inspection form shall be to identify possible issues outside of the scope of the preventative maintenance work which may be proactively corrected in order to avoid equipment downtimes and costly emergency maintenance services.

EQUIPMENT LIST

ELEVATOR AND ESCALATOR LISTING

Equipment	Model	Location
Up Escalator 2 nd floor to 3 rd floor	Montgomery Kone	Parking Garage
Down Escalator 3 rd floor to 2 nd floor	Montgomery Kone	Parking Garage
Down Escalator	Schindler	Concourse Commuter Lounge
Up Escalator	Schindler	Concourse Commuter Lounge
Down Escalator	Otis	Lobby to Baggage Claim
Up Escalator	Otis	Baggage Claim to Lobby
Elevator	Montgomery Kone	Parking Garage
Elevator	Galaxy	Lobby to Baggage Claim
Elevator	Galaxy	Lobby to Admin Area
Elevator	Westinghouse	East Loading Dock
Elevator	Westinghouse	West loading Dock
Elevator	Schindler	Concourse Food Services
Elevator	Schindler	USAir Gate
Elevator	Schindler	Delta Gate
Elevator	Schindler	Commuter Lounge

EQUIPMENT AND SUPPLIES

The Service Provider shall provide all management, supervision, labor, materials, technicians, proper licenses, parts, tools, equipment, chemicals, supplies, lubricate, adjustments, minor repairs, prompt emergency callback coverage, expenses, safety testing, examinations, reports, transportation, travel time, lodging, per diem, fuel surcharge, insurance, customer service, responsive communications, and equipment necessary to efficiently and effectively maintain the equipment, as well as provide complete maintenance and inspection services for all elevators and escalators designated under this RFP.

PRICING AND CONTRACT TERM

The Airport is seeking prices per year for three (3) years (June 1, 2017 – June 30, 2020) with the option of two (2) one (1) year extensions. Pricing shall be based on the specifications and schedule set forth in this RFP. Pricing must be all-inclusive and cover every aspect of this RFP. Pricing is to be provided in the Proposal Form included in this RFP.

<END OF SCOPE AND SPECIFICATIONS>

I. PROPOSER INFORMATION

1. Company Name: _____
Address: _____
Phone number: _____
Contact Name: _____
Contact Phone #: _____
Contact Email: _____

2. Does the Service Provider have or can they obtain the insurance coverage for this project as described in the “Terms and Conditions” section of the RFP?
 Yes No

3. At the time of submitting this proposal, is the Service Provider ineligible to bid on or be awarded a public contract in the state of South Carolina?
 Yes No

4. Has South Carolina OSHA cited and assessed penalties against the Service Provider for any “serious,” “shallful” or “repeat” violations of its safety or health regulations in the past five years?
 Yes No

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

If “yes,” provide a brief explanation of the citation. Use additional sheets if necessary.

5. Has the federal OSHA cited and assessed penalties against the Service Provider in the past five years?
 Yes No

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

If “yes,” provide a brief explanation of the citation. Use additional sheets if necessary.

II. REFERENCES

References: Provide five (5) current commercial / institutional customers references for projects of similar size and specifications.

1. Company Name: _____

Contact Name: _____ Title: _____

Address: _____

Email: _____ Phone: _____

Type of and # of units: _____

2. Company Name: _____

Contact Name: _____ Title: _____

Address: _____

Email: _____ Phone: _____

Type of and # of units: _____

3. Company Name: _____

Contact Name: _____ Title: _____

Address: _____

Email: _____ Phone: _____

Type of and # of units: _____

4. Company Name: _____

Contact Name: _____ Title: _____

Address: _____

Email: _____ Phone: _____

Type of and # of units: _____

5. Company Name: _____

Contact Name: _____ Title: _____

Address: _____

Email: _____ Phone: _____

Type of and # of units: _____

III. PROOF OF INSURANCE COVERAGE

Service Provider shall provide the Airport with satisfactory evidence of the Professional Liability Insurance and Automobile Insurance from a company satisfactory to the Airport and licensed to transact business in the State of South Carolina. If the two insurances are with different companies, submit a form for each company. This form must be submitted for responsiveness.

INSURER:

COMPANY NAME: _____

COMPANY ADDRESS: _____

CONTACT NAME AND PHONE: _____

Service Provider is required to submit a letter or certificate from the Company providing insurance certifying that the Service Provider has professional liability insurance in accordance with the terms set forth in this RFP.

Date: _____

Corporate:

Company Name _____

Contact Name: _____

Contact Title: _____

Corporate Secretary/Assistant: _____

Secretary (Seal)

Non-Corporate:

Company Name _____

Contact Name: _____

Contact Title: _____

Notary Public: _____

My Commission Expires: _____

Notary Public (Seal)

IV. CERTIFICATION

I, undersigned, on behalf of the Service Provider, certify and declare that I have read all the foregoing answers to this Questionnaire and know their contents. The matters stated in the answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of South Carolina that the foregoing is correct.

(Signature)

(Printed name)

(Title)

(Date)

V. ACKNOWLEDGMENT OF ADDENDUM

Service Provider must initial each applicable Addendum below and complete the designated Corporate or Non-Corporate Service Provider section and submit this form with their proposal as acknowledgment of receipt of all issued Addendum.

This is to acknowledge receipt of the following **Addendum(s)** for **Request for Proposals (RFP) / Elevator and Escalator Maintenance and Inspection Services**

1. ____; 2. ____; and 3. ____.

Dated the ____ day of _____, 20_____

Corporate:

Company Name _____

Contact Name: _____

Contact Title: _____

Corporate Secretary/Assistant: _____

Secretary (Seal)

Non-Corporate:

Company Name _____

Contact Name: _____

Contact Title: _____

Notary Public: _____

My Commission Expires: _____

Notary Public (Seal)

VI. PROPOSAL FORM

These services shall be included in the following Proposal Items:

A. Elevators and Escalators Preventive Maintenance and Inspection Service: The Service Provider shall propose an Elevator and Escalator Preventive Maintenance and Inspection Service for nine (9) existing Elevators and six (6) existing Escalators as follows:

1. Nine (9) Elevators:

\$ _____ Per Unit Per Year x 9 units = \$ _____ Total Per Year

2. Six (6) Escalators:

\$ _____ Per Unit Per Year x 6 units = \$ _____ Total Per Year

B. Emergency Call Back Service:

The Service Provider shall propose an Emergency Callback Service that shall provide a Twenty-Four (24) hour per day, seven (7) days per week, three hundred sixty five (365) days per year (including holidays and weekends). These services are ones not covered under the regular work hours seven (7) AM to six (6) PM, of regular workdays (Monday through Friday).

1. Technician: \$ _____ \$ _____ \$ _____
Per Hour Per Hour Per Hour

2. Helper: \$ _____ \$ _____ \$ _____
Per Hour Per Hour Per Hour

All items shall be proposed in their entirety. Proposals submitted without prices for all listed Unit Prices will be considered non-responsive and will be rejected.

VII. ANNUAL PRICE ESCALATION

Requirements for Allowance of Annual Price Escalation: The prices proposed for any Goods and/or Services shall not increase during the initial term of the contract. However, if you anticipate that you will not be able to maintain firm prices for any renewal period, a change in price based on a fixed percentage as indicated below **will be considered** if the following conditions are met:

Any annual price escalation you choose will be considered in the evaluation of your proposal. You must notify the Airport, in writing, no later than 120 days before the initial contract period ends, or any renewal period ends, of your intent to exercise your request for a price escalation. **Failure to notify the Airport will result in the Airport denying any price escalation.** In no event can the proposed escalation exceed the fixed percentage stipulated in the proposal. The notice may be sent by certified mail to Mr. Gregg Hornsby, Director of Finance, 125A Summer Lake Drive, West Columbia, SC 29170.

Your stipulated fixed percentage price escalation: _____ %

Company Name: _____

Authorized Signature: _____

Title: _____

Inspection and Preventative Maintenance Schedule: Elevators

On scheduled visit complete the following:

Pits , Pans and Storage Rooms		Frequency
1	Inspect & Clean machine room, pit, car top, under car, cab & hatch door's sills.	Once a Month
2	Ride car, checking for unusual noises or operation, make necessary adjustments and or repairs. Check leveling accuracy on all landings	Once a Month
3	Drip pans should be kept clean	Once a Month
4	Parts and lubricants for escalator are normally stored in separate storage room. Lubricants should be stored in closed containers, wiped clean to protect against contamination.	Once a Month
Machines		Frequency
1	Check & maintain oil in tank at proper level. Record & report any additional of oil to tanks & file report with the Airport Facility Rep	Once a Month
2	Check for leaks around valves & pump make necessary repairs	Once a Month
3	Check wear & tension of belt(s), replace & adjust tension as needed	Once a Month
4	Check motor bearings	Once a Quarter
5	Motor Bearing -Lubricate per manufacturer's recommendations	Once a Year
6	Drain, flush & replace hydraulic fluid & clean reservoir	Once a Year
Controller & Relays Panels		Frequency
1	Check relays, contactor & selectors, adjust for proper operation, clean contacts, & replace worn or damage shunts	Once a Month
2	Check for & remove all temporary jumpers	Once a Month
Controller & Relays Panels (cont.)		Frequency
3	Clean controllers	Once a Quarter
4	Check mainline & control fuses for proper rating replace if necessary. Turn fuses where ampere rating can be read at all times	Once every Six Months
5	Check voltage to controller & motor connection	Once every Six Months
6	Check timers	Once every Six Months
7	Check settings & operations of overload	Once every Six Months
Car		Frequency
1	Check alarm bell & 2-way communication	Once a Month
2	Check emergency stop switch operation	Once a Month
3	Safety edge & retraction, clean & adjust needed	Once a Month
4	Lubricate car fan blower, check operation & clean fan grille in cab	Once a Month
5	Check car & hall signal fixtures , including buttons , indicating lights, lanterns &gongs. Replace as needed	Once every Two Months
6	Clean car station& hall push button contacts.	Once a Quarter
7	Check emergency light operation	Once a Quarter
8	Lubricate safety edge linkage pin & adjust	Once a Quarter
Door Car Top		Frequency
1	Check operation of car top inspection station	Once a Month
2	Check operator's belt(s), bearing , linkage & electric contacts, replace & adjust as needed	Once a Month
3	Inspect & clean gate switch	Once a Month
4	Check , adjust & replace as needed door interlocks, pickup rollers & door closers	Once a Month
Door Car Top (Cont.)		Frequency
5	Check & clean car& hall tracks, hangars & relating devices	Once a Month

6	Check car & Hall floor gibes for wear & replace with proper gibes	Once a Month
7	Inspect car door tracks, Hangars, up-thrust adjustment & relating devices	Once a Quarter
Pit		Frequency
1	Inspect safety plant, car & counterweight buffers, governor tail sheave, travel cable loop	Once a Month
2	Inspect car safety mechanism	Once every Six Months
3	Check oil buffer level	Once a Year
Hoist way		Frequency
1	Check stiles for cracks bends, rust & loose bolts	Once a Month
2	Check adjustment of car shoes and /or roller guides. Replace as needed	Once a Month
3	Check for wear on traveling cable	Once a Month
4	Lubricate (if required) guide rails, check clip, bolts & brackets. Fill as lubricators	Once a Month
5	Clean down hoist way	Once a Year
Miscellaneous		Frequency
1	Check operation of sump pump. Notify Airport Maintenance Rep it pump does not work properly (If Installed.)	Once a Month
2	Check fireman's service operation	Once a Month
3	Annual no- load safety test	Once a Year

Inspection and Preventive Maintenance Schedule: Escalators

On scheduled visit complete the following:		
	Observation	Frequency
1	Check General appearance: Observe the general appearance of the equipment's exposed surfaces, including decking; newel ends inner panels, skirts and handrail inlet panels.	Once Every Two Months
2	Check for noise level : check for any unusual noise at lower end curves, straight and upper end	Once a Month
Handrail		Frequency
1	Check handrail operation for damage, including: surface cracks, linear splitting, core tears / separations, delaminating and gouging.	Once a Quarter
2	Check Handrail Tension and normal operation	Once a Quarter
3	Check Handrail Stand and balustrades upper deck	Once a Quarter
4	Clean and inspect all roller and guides	Once a Quarter
5	Check Handrail Speed Sensor	Once a Quarter
6	Check Chains Monthly and Insure they are receiving proper lubrication	Once a Month
7	Check Hand rail chain drive	Once a Month
8	Check all handrails to make sure they are not running hot	Once a Month
9	Check to make sure hand rail do not slip under normal pressure	Once a Month
10	Check to make sure handrail rails travel approximately the same speed as the steps. Adjust if needed	Once Every Six Months
11	Check to make all handrails drive chains are clean, and adequately lubricated and properly adjusted	Once Every Six Months
12	Check all handrail clusters are cleaned and moving freely.	Once Every Six Months
Handrail (Cont.)		Frequency
13	Inspect handrail newel rollers, all bearing should be cleaned and turn freely	Once Every Six Months
14	Check and make adjustment to handrail slack take-up device, adjustment shall be maintained to prevent handrail damage.	Once Every Six Months

15	Check handrails for excessively worn or damage all cracks or cuts shall be repaired or the handrails replaced	Once Every Six Months
16	Check Handrails sheaves for V-groove wear, or warp and dirt or wax buildup. Make corrected as needed	Once a Month
Tracking, Steps, and Skirt		Frequency
1	Check step tracking through curves and on straight. Look for any contact between step riser and adjacent step tread	Once Every Six Months
2	Check step to step clearances throughout entire section of exposed step band	Once a Year
3	Check trim, Inner Panels and & Treads & Riser	Once Every Six Months
4	Check alignment of steps / Pallets through combs & Step Guides. Check for broken comb teeth and missing screws in comb segments	Once a Year
5	Check that the skirt panels have a friction reducing surface or have been treat with a reducing spray.	Once a Month
6	Check that there are no broken or excessively worn steps treads or risers	Once a Quarter
7	Check condition of skirt brushes if present	Once a Quarter
8	Check Comb Safety impact safety switches	Once a Month
9	Clean and inspect step tread and step riser plates	Once a Month
Tracking, Steps, and Skirt (Cont.)		Frequency
10	Clean Step Demarcation and Comb plate Light Covers	Once a Quarter
11	Inspect and check for broken Comb Plates, all broken comb plate shall be replaced. Check to certain that all screws are tight and comb segment mesh properly into step.	Once a Quarter
12	Schedule to remove all steps for high pressure cleaning, and replace all worn bearing	Once a Year
Motor		Frequency
1	Motors shall be clean and free of lint; air vent shall be clean and open	Once Every Six Months
2	Motors shall be lubricated according to maintenance guidelines	Once Every Six Months
3	Escalators with permanent magnet brakes should be torque tested each time after motor is lubricated	Once a Year
Brakes		Frequency
1	All brake design to be kept clean, Linkages on AC shoe- or DC shoe type brakes should be lubricated, but lubricant should not reach any of the friction or shoe surfaces	Once a Year
2	Fits to shafts should be secured, no fretting (rust or corrosion) at the surface	Once Every Six Months
3	Check flexible coupling, should be tight, all pins and bushing securely in place	Once Every Six Months
4	Pulley surface should be smooth, no scoring.	Once Every Six Months
5	Brake switches, if furnished, should be adjusted to properly open and close	Once Every Six Months
6	Brake torque should be verified and adjusted, if need be, to meet maintenance guidelines for both the service and emergency brakes	Once a Year
Brakes (Cont.)		Frequency
7	Brake shoes in position shall be clear of drum. Worn brake linings shall be replaced. Rivets shall not touch from surfaces.	Once a Year
8	Brake stopping distant for a permanent magnet brake is 5 to 7 inches with the escalator empty and moving in the down direction for 90fpm unit and 8-1/2 to 10-1/2 inches for a 120fpm unit	Once a Year
9	Brake torque should meet value shown on brake nameplate	Once a Year
Gear Box		Frequency
1	Gear reduction units shall be checked for correct oil level and that gears carry oil as required	Once Every Six Months

2	External gears should be examined for proper lubrication	Once Every Six Months
3	Machines shall be free from excess lubricant and dirt. Minor oil leakage is normal; however, leakage should not be allowed to accumulate.	Once a Month
4	Check bearings for proper lubrication	Once a Month
5	Check oil Level be make certain it is at the proper level	Once a Month
	Gear Box (cont.)	Frequency
6	Check internal screens	Once Every Six Months
7	Check gear boxes for excessive lint and dirt on top. (The gear box breather must be kept clean).	Once Every Six Months
8	Check rubber grommets on coupling to make there are no cracks or have hardened.	Once a Year
9	Check seals for leaks	Once Every Six Months
10	Check for unusual noise or vibration such as squeaks or scrape. Make repairs after source of the problem have been found	Once a Month
11	Inspect gears for abnormal wear, no ridging or scored teeth	Once a Month
	Upper & Lower Reversing Station	Frequency
1	Check Bull gear bearing and grease per maintenance guidelines	Once Every Six Months
2	Check oil level bucket for proper level	Once a Quarter
3	Check the ring and pinion gear for constant but controlled lubrication	Once a Quarter
4	Check Lower reversing station assembly for proper lubrication and make sure it moves freely. Make sure all tension (springs) are adjusted and maintained	Once a Quarter
	Controllers	Frequency
1	Check Controller for cleanliness and Inspect all connections for tightness	Once a Year
2	Check Controller and other devices connected cords for loose or damage clamps and wiring	Once a Month
3	Check fuses for correct Rating	Once a Month
4	Check key start switches	Once a Month
5	Check Emergency stop button	Once a Month
6	Check Alarm Switch	Once a Month
7	Check Govern over speed switch	Once a Month
8	Check Broken Step Switch	Once a Month
9	Check PIT / Machine stop switch	Once a Month
10	Check skirt switches	Once a Month
11	Check Non- Reversing Shutter switch	Once a Month
12	Check Rolling Shutter Devices	Once a Month
13	Check step up-thrust safety switch	Once a Month
14	Check Disconnect motor device	Once a Month
15	Check Access Cover switch	Once a Month
16	Check Handrail speed sensors	Once a Month
17	Check Missing step devices	Once a Month
18	Check out of level step devices	Once a Month
19	Check Inspection switches	Once a Month
20	Walk with Annual State Inspector for Escalator and Elevator State Inspector	Once a Year