

TITLE: Approve Vendor  
Recommendation for Awarding RFP  
#09-076 for Elevator Service

DATE: June 23, 2009

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## PROPOSAL RECOMMENDATION

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### **BACKGROUND:**

We request that the MISD Board of Trustees approve the recommendation as made by the Purchasing Department, in conjunction with the Maintenance Department, for awarding the RFP for Elevator Service. Completed RFPs (#09-076) were received prior to the proposal's closing at 2:00 p.m. on June 2, 2009.

### **CONSIDERATIONS:**

Attached are the Proposal Evaluation Rating Schedule and the Tabulation. The purpose of this proposal is to select a qualified elevator service contractor to provide a service contract that includes after-hours calls and annual inspections for passenger elevators, personal lifts and handicapped/wheelchair lifts. The elevator service contractors were evaluated, based upon total cost, expedient service, experience and extent to which services meet the District's needs.

The contract term will be for one year, beginning upon the signing of a contract by the District and ending one year from that date. There is an option to renew the contract for four additional one-year periods upon mutual consent of both parties.

### **RECOMMENDATION:**

The Purchasing Department, in conjunction with the Maintenance Department, recommends that the RFP for Elevator Service be awarded to Access Lift and Service Company, as indicated on the Rating Schedule and Tabulation.

**RFP 09-076 Elevator Service Tabulation**

<b>VENDORS</b>	<b>A&amp;F Elevator Company</b>	<b>Access Lift &amp; Service Co.</b>	<b>AVL/Oracle Elevator Company</b>	<b>EMR Elevator Co.</b>	<b>Premier Elevator Services</b>	<b>SETEC Elevators</b>
Monthly Rate for all Service including call-back during normal business hours	\$1,908.00	\$2,640.00	\$4,550.00	\$4,575.00	\$3,540.00	\$5,585.00
Yearly Rate for all Service including call-back during normal business hours	\$22,896.00	\$31,680.00	\$54,600.00	\$54,900.00	\$42,480.00	\$67,020.00
Description of Service to be provided	Full service contract with unlimited call-backs during the hours of 7:00 a.m. to 6:00 p.m. Monday through Friday for passenger elevators, wheelchair lifts and handicapped personal lifts.	Full service contract with unlimited call-backs including annual inspections for passenger elevators and wheelchair lifts. Also offer 24 hour emergency service and telephone monitoring at no additional charge.	Full maintenance that will consist of regular and systematic examinations performed on the elevator equipment, plus callback examinations as required, together with replacement and repair of parts, including labor and annual state inspections. All performed during regular business hours 7:30 a.m. to 4:30 p.m., Monday through Friday with exception of holidays.	Understands the scope of the services as requested in the proposal and will provide the one man for 1.5 hours per week to handle a full service contract with unlimited call back services.	Provide service per the proposal specifications between the hours of 8:00 a.m. to 4:00 p.m. M-F excluding holidays.	Contractor shall furnish all supplies, materials, labor, labor supervision, tools, equipment and lubricants to provide full service preventative maintenance.
After-Hours Calls & Weekends/Holiday - Per Hour	\$145.00		\$135.00 which includes one hour response time	\$110.00 an hour M-F 5:00 p.m. through 7:00 a.m. \$187.00 per hour for Saturday and Sunday. \$220.00 per hour for holidays.	\$130.00 per hour straight time rate, \$195.00 per hour over time rate, \$260.00 per hour double tiem rate.	

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Guaranteed Response Time		Included	Two hours or less during normal business working hours and one hour or less during entrapment during normal working hours.	1 hour for entrapments and 2 hours for all others.		
Percentage Markup for Parts	20%	20%	20%	20%	25%	30%
How many years in this type of business	38	10	15	25	5	12
How many service technicians	7	6	16	15	6	8
Avg. years of service technicians	15+ years	4 years	5	7+	14+	10
Factory trained	Yes	No	Yes	No, EMR service trained.	Yes	Some
Avg. response time to service calls	1 hour	1 hour	1 hour	15 minutes to 1 hour	30 minutes - 1 hour	1 hour
Max. time firm to get service	1-2 hour	2 hours	2 hours	2 hours	1 hour	2 hours
Labor Fees	Mechanic full time - \$95.00 per hour Mechanic over time - \$145.00 per hour Mileage (portal to portal) 20%		Regular time - \$135.00 per hour Overtime - \$135.00 per hour Team Regular Time - \$229.00 per hour Team Overtime Rate - \$344.00 per hour. Repair work is calculated using cost of material plus markup and amount of hours need to make repair			\$150.00 hour for service mechanic, \$75.00 per hour for mechanic helper and \$75.00 for travel time.
School district contracts	Mansfield ISD, Fort Bend, Plano ISD, Texas City, Katy ISD, Conroe ISD.	Eagle Mountain Saginaw ISD and Morgan ISD	Dallas ISD & Midlothian ISD	Arlington ISD, Austin ISD, Grand Prairie ISD, Keller ISD, Northside ISD and Round Rock ISD	SMU & Dallas Theological Seminary	Yes

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Employment criminal/civil charges checked	Yes	Yes	Yes	Yes	Yes	Yes
Random drug testing performed	Yes	Yes	Yes	Yes	Yes	Yes
Wear uniforms	Yes	Yes	Yes	Yes	Yes	Yes
License	Yes	Yes	Yes	Yes	Yes	Yes
Insurance	Yes	Yes	Yes	Yes	Yes	Yes
Certification	Yes	Yes	Yes	Yes	Yes	Yes
Availability for parts	Most parts in stock. They can get other parts same or next day.	Access to all parts for all manufacturers.	Spare parts inventory will be maintained in the elevator machine room of the most commonly used parts. Other parts needed available for next day shipment.	Access to all parts for all manufacturers.	Most parts in stock. They can get other parts same or next day.	Most parts in stock. They can get other parts same or next day.

**Present at Opening:** Shelley Freeman, MISD Purchasing  
Taylor Shanahan, MISD Purchasing Clerk

**RFP #09-076 Proposal Evaluation Rating Schedule**

<b>VENDOR</b>		<b>A &amp; F Elevator Company</b>	<b>Access Lift &amp; Service Co.</b>	<b>AVL/Oracle Elevator Company</b>	<b>EMR Elevator Co.</b>	<b>Premier Elevator Services</b>	<b>SETEC Elevators</b>
<b>Item/Category</b>	<b>Total Weight</b>	<b>Value</b>	<b>Value</b>	<b>Value</b>	<b>Value</b>	<b>Value</b>	<b>Value</b>
Responsiveness/ Completeness of RFP	5	5	5	5	5	5	5
Expedient Service	5	5	4	4	5	5	4
References and Company's Experience	40	10	35	35	35	40	35
Total Cost	50	50	36.13636364	20.96703297	20.85245902	20.85245902	17.08146822
<b>Total Score</b>	<b>100</b>	70	80.14	64.96703297	65.85	71	61