

MIAMI BEACH
Request for Proposals (RFP)
2023-001-ND
ELEVATOR MAINTENANCE, REPAIRS, AND PARTS

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SECTION 0100 INSTRUCTIONS TO PROPOSERS

1. GENERAL. This Request for Proposals (RFP) is issued by the City of Miami Beach, Florida (the “City”), as the means for prospective Proposers to submit their qualifications, proposed scopes of work and revenue proposals (the “proposal”) to the City for the City’s consideration as an option in achieving the required scope of services and requirements as noted herein. All documents released in connection with this solicitation, including all appendices and addenda, whether included herein or released under separate cover, comprise the solicitation, and are complementary to one another and together establish the complete terms, conditions and obligations of the Proposers and, subsequently, the successful Proposer(s) (the “contractor[s]”) if this RFP results in an award.

The City utilizes Periscope S2G (formally known as BidSync) (www.periscopeholdings.com or www.bidsync.com) for automatic notification of competitive solicitation opportunities and document fulfillment, including the issuance of any addendum to this RFP. Any prospective Proposer who has received this RFP by any means other than through Periscope S2G must register immediately with Periscope S2G to assure it receives any addendum issued to this RFP. Failure to receive an addendum may result in disqualification of proposal submitted.

2. PURPOSE.

For approximately five years, the City of Miami Beach (the City) has had an agreement for elevator maintenance, repairs, and parts. The current contract expires on May 29, 2023. In order to consider a replacement agreement, this Request for Proposals (RFP) seeks proposals from qualified elevator maintenance firms to establish service maintenance contract(s) to therein provide the City with various routine maintenance services, and repairs not covered by maintenance, to the City’s fleet of elevators. This contract will not include the modernization of elevators.

3. ANTICIPATED RFP TIMETABLE. The tentative schedule for this solicitation is as follows:

RFQ Issued	February 24, 2023
Pre-Proposal Meeting	March 8, 2023 @ 10:00 a.m. ET Join on your computer or mobile app Click here to join the meeting Or call in (audio only) +1 786-636-1480 United States, Miami Phone Conference ID: #
Deadline for Receipt of Questions	March 22, 2023 @ 5:00 p.m. ET
Responses Due	April 10, 2023 @ 3:00 p.m. ET Join on your computer or mobile app Click here to join the meeting Or call in (audio only) +1 786-636-1480 United States, Miami Phone Conference ID: #
Evaluation Committee Review	TBD
Tentative Commission Approval	TBD
Contract Negotiations	Following Commission Approval

4. PROCUREMENT CONTACT. Any questions or clarifications concerning this solicitation shall be submitted to the Procurement Contact noted below:

Procurement Contact:	Telephone:	Email:
Natalia Delgado	305-673-7000 x26263	NataliaDelgado@miamibeachfl.gov
Additionally, the City Clerk is to be copied on all communications via e-mail at: RafaelGranado@miamibeachfl.gov;		

or via facsimile: 786-394-4188.

The Bid title/number shall be referenced on all correspondence. All questions or requests for clarification must be received no later than ten (10) calendar days prior to the date proposals are due as scheduled in Section 0200-3. All responses to questions/clarifications will be sent to all prospective Proposers in the form of an addendum.

5. PRE-PROPOSAL MEETING OR SITE VISIT(S). A pre-proposal meeting or site visit(s) may be scheduled. Attendance for the pre-proposal meeting shall be via web conference and recommended as a source of information but is not mandatory. Proposers interested in participating in the Pre-Proposal Meeting must follow these steps:

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

+1 786-636-1480 United States, Miami

Phone Conference ID: #

Proposers who are participating should send an e-mail to the contact person listed in this RFP expressing their intent to participate.

6. PRE-PROPOSAL INTERPRETATIONS. Oral information or responses to questions received by prospective Proposers are not binding on the City and will be without legal effect, including any information received at pre-submittal meeting or site visit(s). The City by means of Addenda will issue interpretations or written addenda clarifications considered necessary by the City in response to questions. Only questions answered by written addenda will be binding and may supersede terms noted in this solicitation. Addendum will be released through *Periscope S2G*. Any prospective proposer who has received this RFP by any means other than through *Periscope S2G* must register immediately with *Periscope S2G* to assure it receives any addendum issued to this RFP. Failure to receive an addendum may result in disqualification of proposal. Written questions should be received no later than the date outlined in the **Anticipated RFP Timetable** section.

7. CONE OF SILENCE. This RFP is subject to, and all proposers are expected to be or become familiar with, the City's Cone of Silence Requirements, as codified in Section 2-486 of the City Code. Proposers shall be solely responsible for ensuring that all applicable provisions of the City's Cone of Silence are complied with, and shall be subject to any and all sanctions, as prescribed therein, including rendering their response voidable, in the event of such non-compliance. Communications regarding this solicitation are to be submitted in writing to the Procurement Contact named herein with a copy to the City Clerk at rafaelgranado@miamibeachfl.gov

8. ADDITIONAL INFORMATION OR CLARIFICATION. After proposal submittal, the City reserves the right to require additional information from Proposers (or Proposer team members or sub-consultants) to determine: qualifications (including, but not limited to, litigation history, regulatory action, or additional references); and financial capability (including, but not limited to, annual reviewed/audited financial statements with the auditors notes for each of their last two complete fiscal years).

9. PROPOSER'S RESPONSIBILITY. Before submitting a response, each Proposer shall be solely responsible for making any and all investigations, evaluations, and examinations, as it deems necessary, to ascertain all conditions and requirements affecting the full performance of the contract. Ignorance of such conditions and requirements, and/or failure to make such evaluations, investigations, and examinations, will not relieve the Proposer from any obligation to comply with every detail and with all provisions and requirements of the contract, and will not be accepted as a basis for any subsequent claim whatsoever for any monetary consideration on the part of the Proposer.

10. DETERMINATION OF AWARD. The City Manager may appoint an evaluation committee to assist in the evaluation of proposals received. The evaluation committee is advisory only to the city manager. The city manager

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may consider the information provided by the evaluation committee process and/or may utilize other information deemed relevant. The City Manager's recommendation need not be consistent with the information provided by the evaluation committee process and takes into consideration Miami Beach City Code Section 2-369, including the following considerations:

- (1) The ability, capacity and skill of the Proposer to perform the contract.
- (2) Whether the Proposer can perform the contract within the time specified, without delay or interference.
- (3) The character, integrity, reputation, judgment, experience and efficiency of the Proposer.
- (4) The quality of performance of previous contracts.
- (5) The previous and existing compliance by the Proposer with laws and ordinances relating to the contract.

The City Manager may recommend to the City Commission the Proposer(s) s/he deems to be in the best interest of the City or may recommend rejection of all proposals. The City Commission shall consider the City Manager's recommendation and may approve such recommendation. The City Commission may also, at its option, reject the City Manager's recommendation and select another Proposal or Proposals which it deems to be in the best interest of the City, or it may also reject all Proposals.

11. NEGOTIATIONS. Following selection, the City reserves the right to enter into further negotiations with the selected Proposer. Notwithstanding the preceding, the City is in no way obligated to enter into a contract with the selected Proposer in the event the parties are unable to negotiate a contract. It is also understood and acknowledged by Proposers that no property, contract or legal rights of any kind shall be created at any time until and unless an Agreement has been agreed to; approved by the City; and executed by the parties.

12. E-VERIFY. As a contractor you are obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility." Therefore, you shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the term of the Contract and shall expressly require any subcontractors performing work or providing services pursuant to the Contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Contract term.

13. PERISCOPE S2G (FORMERLY BIDSYNC). The Procurement Department utilizes Periscope S2G, Supplier-to-Government electronic bidding (e-Bid) platform. If you would like to be notified of available competitive solicitations released by the City you must register and complete your vendor qualifications through Periscope S2G, Supplier-to-Government www.bidsync.com/Miami-Beach. Registration is easy and will only take a few minutes. For detailed instructions on how to register, complete vendor qualifications and submit electronic bids visit <https://www.miamibeachfl.gov/city-hall/procurement/for-approval-how-to-become-a-vendor/>.

Should you have any questions regarding this system or registration, please visit the above link or contact Periscope S2G, Supplier-to-Government at support@bidsync.com or 800.990.9339, option 1, option 1.

14. HOW TO MANAGE OR CREATE A VENDOR PROFILE ON VENDOR SELF SERVICE (VSS). In addition to registering with Periscope S2G, the City encourages vendors to register with our online Vendor Self-Service web page, allowing City vendors to easily update contacts, attachments (W-9), and commodity information. The Vendor Self-Service (VSS) webpage (<https://selfservice.miamibeachfl.gov/vss/Vendors/default.aspx>) will also provide you with purchase orders and payment information.

Should you have any questions and/or comments, do not hesitate to submit them to vendorsupport@miamibeachfl.gov.

15. SUPPLIER DIVERSITY. In an effort to increase the number and diversity of supplier options in the procurement of goods and services, the City has established a registry of LGBT-owned businesses, as certified by the National

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LGBT Chamber of Commerce (NGLCC) and small and disadvantaged businesses, as certified by Miami-Dade County. See authorizing resolutions [here](#).

If your company is certified as an LGBT-owned business by NGLCC, or as a small or disadvantaged business by Miami-Dade County, click on the link below to be added to the City's supplier registry (Vendor Self-Service) and bid system (Periscope S2G, Supplier-to-Government). These are two different systems and it is important that you register for both.

Click to see acceptable certification and to register: <https://www.miamibeachfl.gov/city-hall/procurement/how-to-become-a-vendor/>.

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SECTION 0200

GENERAL CONDITIONS

FORMAL SOLICITATIONS TERMS & CONDITIONS - GOODS AND SERVICES. By virtue of submitting a proposal in response to this solicitation, proposer agrees to be bound by and in compliance with the Terms and Conditions for Services (dated 10.27.2022), incorporated herein, which may be found at the following link:

<https://www.miamibeachfl.gov/city-hall/procurement/standard-terms-and-conditions/>

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SECTION 0300 PROPOSAL SUBMITTAL INSTRUCTIONS AND FORMAT

1. ELECTRONIC RESPONSES (ONLY). Proposals must be submitted electronically through Periscope S2G (formerly BidSync) on or before the date and time indicated. Hard copy proposals or proposals received through email or facsimile are not acceptable and will be rejected.

A proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal until the deadline for proposal submittals. The City will only consider the latest version of the bid.

Electronic proposal submissions may require the uploading of attachments. All documents should be attached as separate files in accordance with the instructions included in Section 4, below. Attachments containing embedded documents or proprietary file extensions are prohibited. It is the Bidder's responsibility to assure that its bid, including all attachments, is uploaded successfully.

Only proposal submittals received, and time stamped by Periscope S2G (formerly BidSync) prior to the proposal submittal deadline shall be accepted as timely submitted. Late bids cannot be submitted and will not be accepted. Bidders are cautioned to allow sufficient time for the submittal of bids and uploading of attachments. Any technical issues must be submitted to Periscope S2G (formerly BidSync) by contacting (800) 990-9339 (toll free) or S2G@periscopeholdings.com. The City cannot assist with technical issues regarding submittals and will in no way be responsible for delays caused by any technical or other issue.

It is the sole responsibility of each Bidder to ensure its proposal is successfully submitted in BidSync prior to the deadline for proposal submittals.

2. NON-RESPONSIVENESS. Failure to submit the following requirements shall result in a determination of non-responsiveness. Non-responsive proposals will not be considered.

1. Bid Submittal Questionnaire
2. Failure to comply with Minimum Eligibility Requirement (See Appendix A, Section A1).
3. Cost Proposal (See Appendix B).

3. OMITTED OR ADDITIONAL INFORMATION. Failure to complete and submit the Bid Submittal Questionnaire (submitted electronically) and the Cost Proposal with the bid and by the deadline for submittals shall render a proposal non-responsive. Non-Responsive proposals will not be considered. With the exception of the Bid Submittal Questionnaire (completed and submitted electronically) and the Cost Proposal, the City reserves the right to seek any omitted information/documentation or any additional information from Proposer or other source(s), including but not limited to: any firm or principal information, applicable licensure, resumes of relevant individuals, client information, financial information, or any information the City deems necessary to evaluate the capacity of the Proposer to perform in accordance with contract requirements. Failure to submit any omitted or additional information in accordance with the City's request shall result in proposal being deemed non-responsive.

4. ELECTRONIC PROPOSAL FORMAT. In order to maintain comparability, facilitate the review process and assist the Evaluation Committee in review of proposals, it is strongly recommended that proposals be organized and tabbed in accordance with the tabs, and sections as specified below. The electronic submittal should be tabbed as enumerated below and contain a table of contents with page references. The electronic proposal shall be submitted through the "Line Items" attachment tab in Periscope S2G.

TAB 1	Cover Letter & Minimum Eligibility Requirement
1.1 Cover Letter and Table of Contents.	The cover letter must indicate Proposer and Proposer Primary Contact for the purposes of this solicitation.
1.2 Minimum Eligibility Requirement.	Submit verifiable information documenting compliance with the minimum

eligibility requirement established in Appendix A, Minimum Requirements and Specifications.

TAB 2 Experience & Qualifications

2.1 Qualifications of Proposing Firm. Submit detailed information regarding the current or prior contracts or engagements that the bidder has with public sector agencies that demonstrates its relevant experience and proven track record of the firm and/or its principals in providing a similar scope of services as identified in this solicitation. For each contract or engagement submitted as evidence of experience for the firm and/or any principal, the following is required: detailed description of the services provided (including elevator fleet size), agency name, agency contact, contact telephone & email, and year(s) and term of engagement. For each project, identify whether the experience is for the firm or for a principal (include name of principal).

2.2 Qualifications of Proposer Team. Provide an organizational chart of all personnel intended for this contract if awarded, and the role each team member will play in providing the services detailed herein. For each team member, include a resume that includes, at a minimum, education, certifications, licensure (i.e. State of Florida Elevator Certificate of Competency), experience, and any other pertinent information.

TAB 3 Scope of Services Proposed

Submit detailed information addressing how Proposer will achieve each portion of the scope of services and technical requirements outlined in Appendix A, Minimum Requirements and Specifications, including detailed information, as applicable, which addresses, but need not be limited to:

- Service Maintenance Plan (include total maintenance approach for monthly, quarterly, and annual maintenance, examinations, and safety tests);
- Repairs Plan;
- Emergency Operations Plan;
- Parts and Equipment Plan: Identify In-House Inventory and/or Supply Channels; and
- Sample Maintenance Services Checklist (list of all items to be examined, tested, and maintained; including, but not limited to AMSE A17.1 and 61C-5.001, F.A.C.)

Responses shall be in sufficient detail and include supporting documentation, as applicable, which will allow the Evaluation Committee to complete a full review and score the proposed scope of services.

TAB 4 Cost Proposal

Submit a completed Cost Proposal Form (Appendix B).

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SECTION 0400

PROPOSAL EVALUATION

1. EVALUATION COMMITTEE INITIAL REVIEW OF PROPOSALS. An Evaluation Committee, appointed by the City Manager, shall meet to evaluate and rank each responsive proposal received in accordance with the criteria set forth in Sub-section 4 below. The Evaluation Committee may complete the initial review of proposals with or without presentations. The Evaluation Committee’s scores and rankings are only advisory to the City Manager, who will utilize the results to take one of the following actions:

- a. Recommend that the City Commission authorize negotiations or award a contract to one or more firms in accordance with Section 0100, Sub-section 10; or
- b. Recommend that the City Commission short-list one or more firms for further consideration by the Evaluation Committee; or
- c. Recommend to the City Commission that all firms, if more than one (1) responsive submittal is received, be rejected.

2. PRESENTATIONS BY SHORT-LISTED FIRMS. If a short-listing of firms responding to this RFP is approved, the short-listed firms may be required to make presentations to and be interviewed by the Evaluation Committee. In further considering the short-listed firms, the Evaluation Committee will utilize the criteria set forth in Sub-section 4 below.

3. TECHNICAL ADVISORS. The City, in its discretion, may utilize technical or other advisers to assist the evaluation committee or the City Manager in the evaluation of proposals.

4. EVALUATION CRITERIA. Responsive, responsible proposals will be evaluated in accordance with the following criteria:

Qualitative Criteria (Points Assigned by Evaluation Committee)	Maximum Points
Experience & Qualifications (Tab 2)	30
Scope of Services Proposed (Tab 3)	45
TOTAL AVAILABLE POINTS for Qualitative Criteria	75
Quantitative Criteria (Points Assigned by Procurement Department)	Maximum Points
Cost Proposal	25
Veteran’s Preference Points	5
TOTAL AVAILABLE POINTS for Qualitative and Quantitative	105

5. QUALITATIVE CRITERIA. The Evaluation Committee shall review responsive, responsible proposals and assign points for the qualitative factors only. The Evaluation Committee shall not consider quantitative factors (e.g. veteran’s preference) in its review of proposals. The Evaluation Committee shall act solely in an advisory capacity to the City Manager. The results of the Evaluation Committee process do not constitute an award recommendation. The City Manager may utilize, but is not bound by, the results of the Evaluation Committee process, as well as consider any feedback or information provided by staff, consultants or any other third-party in developing an award recommendation in accordance with Section 0100, Sub-section 11. In its review of proposals received, the Evaluation Committee may review and score all proposals, with or without conducting interview sessions, in accordance with the evaluation criteria.

6. QUANTITATIVE CRITERIA. Procurement Department staff will assign points for the quantitative criteria. Veterans' Preference points will be assigned in accordance with Section 2-374 of the City Code.

Cost Proposal Evaluation. The cost proposal points shall be developed in accordance with the following formula:

Sample Objective Formula for Cost				
Vendor	Vendor Cost Proposal	Example Maximum Allowable Points (Points noted are for illustrative purposes only. Actual points are noted above.)	Formula for Calculating Points (lowest cost / cost of proposal being evaluated X maximum allowable points = awarded points) Round to	Total Points Awarded
Vendor A	\$100.00	20	$\$100 / \$100 \times 20 = 20$	20
Vendor B	\$150.00	20	$\$100 / \$150 \times 20 = 13$	13
Vendor C	\$200.00	20	$\$100 / \$200 \times 20 = 10$	10

7. DETERMINATION OF FINAL RANKING. The sum of the evaluation criteria points will be converted to rankings in accordance with the example below:

		Proposer A	Proposer B	Proposer C
Committee Member 1	Qualitative Points	82	74	80
	Quantitative Points	5	5	0
	Total	87	79	80
	Rank	1	3	2
Committee Member 2	Qualitative Points	82	85	72
	Quantitative Points	5	5	0
	Total	87	90	72
	Rank	1	2	3
Committee Member 2	Qualitative Points	90	74	66
	Quantitative Points	5	5	0
	Total	95	79	66
	Rank	1	2	3
Low Aggregate Score		3	7	8
Final Ranking*		1	2	3

It is important to note that the results of the proposal evaluation process in accordance with Section 0400 does not represent an award recommendation. The City Manager will utilize the results of the proposal evaluation process, and any other information he deems appropriate, to develop an award recommendation to the City Commission, which may differ from the results of the proposal evaluation process and final rankings.

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APPENDIX A

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Minimum Requirements & Specifications

2023-001-ND
ELEVATOR MAINTENANCE, REPAIRS,
AND PARTS

PROCUREMENT DEPARTMENT
1755 Meridian Avenue, 3rd Floor
Miami Beach, Florida 33139

A1. Minimum Eligibility Requirements. The Minimum Eligibility Requirements for this solicitation are listed below. Bidder shall submit the required submittal(s) documenting compliance with each minimum requirement. Proposers that fail to comply with minimum requirements shall be deemed non-responsive and shall not have its bid considered.

1. Bidder (defined as the Proposing Firm) shall, at the time proposals are due, be a current Registered Elevator Company with the State of Florida, Department of Business & Professional Regulation (DBPR).

A2. Statement of Work. The City is seeking proposals from qualified elevator maintenance firms to provide the Facilities and Fleet Management Department with a full range of routine elevator maintenance and repair services to the City's elevator fleet, segmented within four (4) distinct Groups, as follows: 1) Parking Garages, 2) North, 3) South, and 4) RDA. All work shall be completed in full accordance with Section 399, Florida Statutes, as well as Florida Administrative Code 61C-5 (Florida Elevator Safety Code), NFPA 70 National Electrical Code, NFPA 72 National Fire Alarm Code and ASME (American Society of Mechanical Engineers) 17.1 Safety Code for Elevators and Escalators.

A3. Specifications. The elevator contractor(s) shall provide monthly, quarterly, and annually routine examinations, maintenance, as-needed cleaning, lubrication, adjustment, replacement of parts, non-routine and emergency services, and performance of applicable code-required safety tests. Elevator contractor(s) shall provide materials, labor, transportation, supplies, parts, tools, scaffolding, machinery, hoists, employee safety equipment, equipment, lubricants, supervision, applicable taxes, and all other services and materials required under this RFP. Additionally, the awarded contractor(s) shall be responsible for reprogramming the dialers and providing ongoing monitoring for emergency communications at no additional cost to the City of Miami Beach

A3.1 Dedicated Technician. The City requires the contractor to assign at least one (1) dedicated service technician capable of providing services forty (40) hours per week to City of Miami Beach elevators.

A3.2 Requirements for Monthly Maintenance and Inspections. Pursuant to the service maintenance contract, contractor(s) shall perform all monthly inspections and related maintenance of City elevators in accordance with the elevator manufacturer's recommendations and per applicable Florida Statutes, 61C-5 (Florida Elevator Safety Code), Florida Building Code, NFPA 70 National Electrical Code, NFPA 72 National Fire Alarm Code, and ASME A17.1 Safety Code for Elevators and Escalators.

A written performance record of monthly inspections and maintenance visits will be logged on a contractor-provided checklist and will be kept up to date in the machine room associated with that elevator.

Tasks to be completed shall include, but are not limited to, the following:

- 1) Ride the elevator and observe performance.
- 2) Maintain all safety and fire service key switches in accordance with current applicable codes.
- 3) Check door closing force and leveling accuracy.

- 4) Check car stop switches.
- 5) Check all emergency communications, lighting, signals, alarms, car and hall buttons, and illumination.
- 6) Check fire service operation and record on separate contractor(s) supplied fire service log, in accordance with current applicable code.
- 7) Check, clean, and lube all landing door hardware.
- 8) Check, clean, and lube all car doors and door operator hardware.
- 9) Clean and inspect car top, operating switches, door operator, bearings, cams and controls, car door hangers, gibs, detector and/or photo eyes, and safety edge.
- 10) Maintain all controllers, relays, contacts, coils, timers, circuit boards, microprocessor boards, controller wiring, travel cable wiring, and hoistway wiring.
- 11) Clean and inspect hoistway door hangers, interlocks, linkage, pick-up assembly, door gibs, and hoistway switches.
- 12) Clean and inspect hoist machine, controller, selector, motor, motor generator/SCR, governor, and break operation.
- 13) Clean and inspect machine room and pit equipment, including illumination.
- 14) Inspect jack/piston unit, packing, packing gland, and oil recovery device.
- 15) Clean and inspect pump, including screens, filters, hoses, and connection fittings.
- 16) Clean and inspect all valves, relief valves, leveling valves, check valves, strainers, and gaskets.
- 17) Check controller and selector are in good mechanical condition, proper rating and type of fuses, all connections are tight, no heating, cleanliness of electrical equipment and bottom of cabinets.
- 18) Check motor generators are clean, run quiet and cool, brushes move free and are in good condition with proper spring loading, field coils are tight, no armature discoloration, no sparking at brushes, and electrical connections are tight.
- 19) Replace signal fixture light bulbs. The elevator contractor(s) will be responsible for replacing fixture screws with proper, matching hex head or vandal-type stainless steel screws on all signal fixture devices.
- 20) Check the condition of door operator, belts, chains, cams, wire connections, and all covers.
- 21) Check safety mechanisms are free of rust, dirt, lubricated, and proper safety jaw clearance
- 22) Hydraulic elevators also require that hydraulic pistons are smooth without scraps or gouges allowing damage to packing glands or excessive oil-carry on pistons.
- 23) Check governor is clean and lubricated, linkage condition, bearing condition, clearance, and proper operation.
- 24) Remove dirt and lint buildups from guide rails, beams, divider beams, car tops and bottom of platforms, pit and pit equipment, and all other areas of the hoistway or under escalator spaces or wellways.

A3.3 Requirements for Quarterly/Annual Maintenance. Pursuant to the service maintenance contract, contractor(s) shall perform all quarterly and/or annual inspections and maintenance of City elevators in accordance with the elevator manufacturer's recommendations and per Florida Statutes, 61C-5 (Florida Elevator Safety Code), NFPA 70 National Electrical Code, NFPA 72 National Fire Alarm Code, and ASME A17.1 Safety Code for Elevators and Escalators.

A written performance record of quarterly inspections and maintenance visits will be logged on a contractor-provided checklist and will be kept up-to-date in the machine room associated with that elevator.

Tasks to be completed shall include, but are not limited to, the following:

- 1) Inspect rope shackles, car and counterweight guides, and frame and hoistway sheaves.
- 2) Inspect, rotate, and equalize hoist cables, lubricate as needed, and inspect shackles.
- 3) Check and adjust brake.
- 4) Inspect traveling cable.
- 5) Inspect complete safety circuit, including governor rope hitch.
- 6) Check motor and pump sheave alignment.
- 7) Clean and adjust controller components, including contacts, relays, and timers.
- 8) Inspect and maintain adjustment of roller/slide-car guides, including bearings.
- 9) Clean, inspect selector drive and lubricate selector cables and or tapes, lubricate selector drive worm.
- 10) Clean and inspect all car and hoistway door contacts and interlocks.
- 11) Inspect all oil lines and supports.
- 12) Check the condition of hoist ropes, counterweight frames, and compensation ropes for proper connections and balance of loads, including retaining sheaves, deflector sheaves, idler sheaves, or other guides or guards for wear or damage.
- 13) Lubricate equipment at intervals recommended by the equipment manufacturer, or as dictated by the use of equipment.
- 14) Paint equipment at intervals frequent enough to maintain a professional appearance, prevent rusting, and preserve the equipment.
- 15) Verify all rope sheaves for groove wear or condition, sheave keys, brake shoe wear, brake switches, brakes dragging, and proper stopping.
- 16) Rope shall be re-tensioned as needed during quarterly maintenance and/or no less than once annually.
- 17) Check car top for cleanliness, condition of car top lighting, safety rails, fans, rope condition, condition of rope tension springs, rope tension is not more than 5% equal within rope set, roller or slide guides, lubrication, no parts storage, and sheave condition.

A3.4 Requirements for Repairs. The elevator contractor(s) must be able to provide all repair parts for the elevators within 48 hours. Other parts, considered major replacement parts, must be available within normal industry standard lead-time. This contract will not include the modernization of elevators. Replacement parts will comply with the following:

- 1) Where a listed/certified device is replaced, the replacement shall be subject to the applicable engineering or type test and the requirements of CAN/CSA B44.1 /ASME A17.1. The device shall be labeled by the certifying organization.
- 2) In performing services, elevator contractor(s) agrees to provide parts obtained from or recommended by Manufacturer(s) of equipment for replacement or repair. Equivalent parts may be used if approved by the City in writing. Parts requiring repair or machining shall be rebuilt to "like new" condition.
- 3) Parts or equipment required by services may not be removed from the property without the written approval of the City. This does not include renewal parts stocked on the

job by elevator contractor(s), which shall remain the elevator contractor's sole property until installed on the equipment.

- 4) Shutdowns for minor emergency adjustment and minor repair callback service shall be minimized. Verifiable shutdown frequency shall be maintained at no more than 2 per unit, per year, not including shutdowns due to vandalism, power loss, or misuse of the equipment.

A3.5 Clean up. All unusable materials and debris shall be removed from the site at the end of each workday and disposed of in an appropriate manner. Upon final completion, the Contractor shall thoroughly clean up all areas where work was performed, as mutually agreed with the City.

A3.6 Service Hours and Service Calls.

Regular Hours of Service:

Unless otherwise noted under this RFP, regular service hours shall be performed between 7:30 a.m. and 5:30 p.m., Monday through Friday, excluding City holidays. All service calls outside these hours and days will be considered non-regular.

Emergency Calls:

Contractor(s) shall provide 24-hour, 365-days-a-year callback service (callback is defined as any request for service or assistance by the City or the City's representative when elevators are not available for beneficial usage due to equipment shutdown or malfunction). Emergency calls may occur, but not limited to, the following conditions:

1. Passenger entrapments at any hour, shall be responded to immediately but not more than ONE (1) HOUR from time of call to contractor(s).
2. All emergency communications initiated from the elevator, 24 hours per day, 7 days a week. The response location may be the office of the elevator contractor(s) or a licensed telephone answering service. The response location must be capable of identifying the building location and the identifying number of the elevator from which the emergency communication originated. The response location must be able to initiate emergency calls to each elevator as required, including proper record keeping of each elevator phone number.

Non-emergency Calls:

Elevator contractor(s) shall respond to callback service within TWO (2) HOURS from the time of notification for non-emergency calls.

A3.6.1 Performance. To assure that the City of Miami Beach receives the quality and response necessary to ensure the safety of the passengers of this equipment and achieve the maximum designed life cycle of the covered equipment, the City may impose deductions as penalties. These penalties may be deducted from the monthly contract amount due, up to and including the total monthly contract price of the affected equipment, for failure to perform* in accordance with the contract. The monthly payment reduction may be based upon the following schedule:

Late Response to Service Call	10% per Occurrence
No Response to Service Call	25% per Occurrence

Non-Performance

10% per Event

*Non-performance will be inclusive of, but not limited to:

- (1) Similar failure of equipment more than two (2) times during a 60-day period.
- (2) Failure to take corrective action on statutory elevator inspection reports authorized by the City of Miami Beach shall be construed to be non-performance.
- (3) Failure to complete repair work in a timely manner as approved.

Removal of elevators from beneficial usage to facilitate services by elevator contractor(s) shall be coordinated with and approved by the City in writing. The City agrees to permit elevator contractor(s) to remove elevators from service for a reasonable time during hours identified herein, to perform services pursuant to this RFP, and promptly notified of the anticipated completion timeframe.

A3.7 Services Checklist. A Services Checklist shall be provided by the contractor(s) to the City, listing items in accordance with AMSE A17.1 and 61C-5.001, F.A.C., to be observed, cleaned, lubricated, adjusted, and repaired, including the frequency of each activity (e.g., monthly, quarterly, annually), as indicated below:

- 1) The Services Checklist is to remain in the elevator machine room as a reference for the City and elevator contractor(s) of past and current maintenance activities conducted and performed by the elevator contractor(s).
- 2) The Services Checklist shall contain a Callback Log, or a Callback Log shall be provided separately.
- 3) The Services Checklist shall be thorough, detailed, and complete in every respect, acceptable to the City of Miami Beach, and shall be initialed by the servicing technician at the completion of all maintenance routines.
- 4) At the conclusion of each 12-month service period, Services Checklists shall be collected and turned over to the City of Miami Beach employee.
- 5) Data shall be accessible by the City of Miami Beach via copy or electronic printout at all times.
- 6) Log or electronic printout shall include all entries for maintenance, repairs, tests, callbacks, and supervisor's surveys.
- 7) City of Miami Beach shall be allowed to inspect and copy log or electronic printout and maintenance schedule at any time by electronic means.
- 8) Entries shall include:
 - a. Date work is completed;
 - b. Mechanic's or Supervisor's name;
 - c. Brief description of work completed, including elevator number and number.

A4. SERVICES DOCUMENTATION AND RECORDS

A4.1 Service Receipts. The contractor(s) shall submit monthly (with their invoice) to the City a copy of the mechanic's service receipt indicating the date, time, and nature of service performed. These service receipts shall be signed by a City of Miami Beach employee at the time the work

is performed. For site records, a copy of this service receipt shall be given to the City of Miami Beach employee signing the document at the time of signing. Firms using electronic media for company internal storage and transmittal of time shall provide a hard copy of the time ticket to the City of Miami Beach employee at the completion of each day or service performed, as applicable. If the mechanic cannot get the signature of a City of Miami Beach employee, they will leave a copy of the service receipt in the machine room and/or complete the logbook provided by the City of Miami Beach, and advise the City within 24 hours.

A4.2 Inspection Reports. The contractor(s) shall perform a complete inspection of the equipment monthly to ensure compliance with the contract and determine the condition of the equipment. The contractor(s) shall submit the contractor's inspection report to the City of Miami Beach employee, due at the completion of each month for those surveys completed in the prior month, during the contract year. The inspection report must be performed and signed by the contractor's maintenance supervisor.

A4.3 Monthly Logs. The contractor(s) shall provide the City of Miami Beach employee a monthly log of all callbacks, repairs, and minor adjustments, in addition to the maintenance work performed. This log shall consist of the time the complaint was registered, the nature of the complaint, the correction of the problem, and the amount of time required to correct the problem. The log shall also be used for hydraulic elevators to record all oil usage for each elevator. The log shall reflect all items required to be recorded by Florida Elevator Safety Code ASME A17.1 Safety Code for Elevators and Escalators and shall include all oil stored on site, all oil recovered, and the re-use or disposal of same, dates of each new transaction of oil usage (add or dispose), and the name of the technician entering the information.

A4.4 Maintenance Records. Maintenance records shall document compliance with Florida Elevator Safety Code, ASME A17.1 Safety Code for Elevators and Escalators, including all current and applicable Florida Statutes, and shall include the following: The records shall be kept in the elevator machine room, shall always be readily available to the City and/or building administrator and elevator personnel, and shall include:

- description of maintenance tasks performed, and dates the tasks were performed;
- description and dates of examinations, tests, adjustments, repairs, and replacements;
- description and dates of callbacks (trouble calls), or reports that are reported to elevator personnel by any means, including corrective action taken; and
- an onsite written record of the findings.

A5. CONTRACTOR'S PERSONNEL

A5.1 Employees. Elevator contractor(s) shall at all times employ a sufficient number of capable employees to properly, safely, promptly, and adequately provide all services. No employee without a valid State of Florida Elevator Certificate of Competency or Certified Elevator Technician (CET) Registration shall be allowed to work on any City elevators at any City location unless directly supervised by a licensed elevator mechanic. Elevator contractor(s) shall have sole responsibility for means, methods, techniques, procedures, safety precautions, or employment practices in connection with the elevator contractor's performance of services.

A5.2 Supervision. Elevator contractor(s) shall be responsible for the supervision and execution of services by its employees. Each supervisor shall be an active Certified Elevator Technician (CET) or Certified Elevator Inspector (CEI) while performing work under the contract. Elevator contractor(s) shall inform the City of the name of each supervisor responsible for services. Supervisor shall notify the City of site inspection and provide the City with written confirmation of findings.

A5.3 Uniforms. All personnel furnished to the City of Miami Beach must be uniformed. Each employee supplied by the Contractor will wear a uniform bearing the Contractor's name. Uniforms must be provided at the Contractor's expense and may not be charged to the employee or deducted from the employees' paycheck, therefore reducing the hourly pay rate to less than the living wage rate required by this solicitation.

A6. Special Conditions

1. **TERM OF CONTRACT.** The term of the Agreement resulting from this RFP shall be for an initial term of three (3) years.
2. **OPTION TO RENEW.** The City, through its City Manager, will have the option to extend for two (2) additional one-year periods at the City's sole discretion. The successful contractor shall maintain, for the entirety of any renewal period, the same terms, and conditions included within the originally awarded contract. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a City prerogative, and not a right of the successful contractor.
3. **COST ADJUSTMENTS.** On or about the anniversary of each contract year, the contractor may request, and the city manager may approve, a cost adjustment based on documented cost increases for the following contract year. Cost adjustments should be limited to changes in the applicable Bureau of Labor Statistics index for the local region or other verifiable evidence of price increases. The Contractor's adjustment request must substantiate the requested increase. The City of Miami Beach, through its city manager, reserves the right to approve a requested adjustment or may terminate the agreement and readvertise for bids for the goods or services.
4. **WARRANTY REQUIREMENTS.** In addition to all other warranties that the Contractor may supply, the Contractor shall warrant its products and/or service against faulty labor and/or defective material, for a minimum period of one (1) year after the date of acceptance of the labor, materials and/or equipment by the City. This warranty requirement shall remain in force for the full one (1) year period, regardless of whether the Contractor is under contract with the City at the time of the defect. Any payment by the City on behalf of the goods or services received from the Contractor does not constitute a waiver of this warranty provision.

The Contractor shall be responsible for promptly correcting any deficiency, at no cost to the City, within five (5) calendar days, after the City notifies the bidder of such deficiency in writing. If the bidder fails to satisfy the warranty within the period specified in the notice, the City may (a) place the bidder in default of its contract, and/or (b) procure the products or services from another vendor and charge the bidder for any additional costs that are incurred by the City for this work or items, either through a credit memorandum or through invoicing.

5. **USE OF PREMISES:** The Contractor shall confine his/her equipment, apparatus, the storage of materials, and the operation of his/her workmen to the limits indicated by law, ordinances, permits, or direction of the authorized City representative, and shall not unreasonably encumber the premises with his/her materials.
6. **BACKGROUND CHECKS/CONTRACTOR'S PERSONNEL.** The Contractor shall conduct a full criminal background check at its own expense on each of its employees engaged in providing services under this RFP or any resulting agreement prior to the commencement of said services. No employee of the Contractor shall be eligible to perform services, pursuant to this RFP or resulting agreement if he or she: (1) has been convicted of or was placed in a pre-trial diversion program for any crime involving dishonesty or breach of trust; embezzlement; drug trafficking; forgery; burglary; robbery; theft; perjury; possession of stolen property; identity theft; fraud; money laundering; shoplifting; larceny; falsification of documents and/or (2) has been convicted of any sex, weapons, or violent crime including but not limited to homicide; attempted homicide; rape; child molestation; extortion; terrorism or terrorist threats; kidnapping; assault; battery; and illegal weapon possession, sale or use. The Contractor shall defend, indemnify and hold the City, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorney's fees) or claims for injury or damages arising out of its failure to comply with this requirement.

Contractor shall employ personnel competent to perform the work specified herein. The City reserves the right to request the removal of the Contractor's employee's from performing maintenance on the City's grounds where the employee's performance or actions are detrimental to the City. Contractor's personnel must wear photo identification at all times.

7. **METHOD OF PAYMENT.** The City shall provide periodic payments for services rendered by the vendor. In order for the City to provide payment, the vendor shall submit a fully documented invoice (including the inspection report, timesheets, proof of cost of materials, and the work order number that was assigned to the job, as applicable) within thirty (30) calendar days after the service has been rendered. It shall be understood that such invoices shall not be submitted for payment until such time as the service has been completed and a City representative has reviewed and approved the service.
8. **ROADMAP FOR MARK-UP ON COST OF MATERIALS.** For parts and materials ordered, Contractor shall provide a quote or invoice, as determined by the authorized City representative, based on the cost of parts and materials plus the agreed to mark-up. Mark-up does not apply to taxes. In determining the cost of materials to which the mark-up may be applied, the authorized City representative may:
 - i. require the Contractor to provide actual cost of parts and materials (e.g., Contractor's invoice, MSRP, etc.) prior to the issuance of a purchase order or approval of an invoice; or
 - ii. require the Contractor to seek and document competition from its sources for the required parts or materials; or
 - iii. obtain data available from primary or other secondary sources and use that data in determining a fair and reasonable price.

The cost of any ancillary third-party services that are provided by the Contractor, with prior

approval of the authorized City representative, may be determined in the manner prescribed above.

- 9. ADDITIONS/DELETIONS OF LOCATIONS.** Although this solicitation identifies locations to be serviced, it is hereby agreed and understood that any location may be added/deleted to/from this Contract at the option of the City. The Contractor(s) shall be responsible for providing monthly, quarterly, and annual maintenance and repair services to all future locations and elevator(s) added to the City's inventory, and at a cost consistent with that submitted in their cost proposal, in response to this RFP.
- 10. COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS).** The City of Miami Beach utilizes a Computerized Maintenance Management System (CMMS) and will send reactive, recurring, and preventative maintenance work requests through this system. The Contractor shall be charged by the CMMS provider a subscription fee of \$5.00 per work order or \$30 per month for unlimited work orders. Additional pricing options may be offered, and prices may change. Contractors already enrolled with the CMMS provider for unlimited usage will not incur incremental fees. The subscription fee will be reimbursed as a pass-through cost.

The City shall have no obligation or liability for any agreement or dispute that may arise between the Contractor and the CCMS provider, including, without limitation, any Contractor's payment obligations.

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APPENDIX B

MIAMI BEACH

Cost Proposal Form

2023-001-ND
ELEVATOR MAINTENANCE, REPAIRS,
AND PARTS

PROCUREMENT DEPARTMENT
1755 Meridian Avenue, 3rd Floor
Miami Beach, Florida 33139

APPENDIX B COST PROPOSAL FORM

Failure to submit Appendix B, Cost Proposal Form, in its entirety by the deadline established for the receipt of proposals will result in proposal being deemed non-responsive and being rejected.

Proposer affirms that the prices stated on the cost proposal form below represent the entire cost of the items in full accordance with the requirements of this RFP, inclusive of its terms, conditions, specifications and other requirements stated herein, and that no claim will be made on account of any increase in wage scales, material prices, delivery delays, taxes, insurance, cost indexes or any other unless a cost escalation provision is allowed herein and has been exercised by the City Manager in advance. The Cost Proposal Form (**Appendix B**) shall be completed in its entirety. All corrections on the Cost Proposal Form (**Appendix B**) shall be initiated.

GROUP 1: PARKING GARAGES						
SCHEDULED MAINTENANCE						
Item	Location	Model	Quantity	U/M	Unit Cost	Annual Cost (Quantity_X_Unit_Cost)
1	1755 Meridian Building (1755 Meridian Avenue)	EL TR Geared-TKE	12	Month	\$	\$
2	1755 Meridian Building (1755 Meridian Avenue)	EL TR Geared-TKE	12	Month	\$	\$
3	1755 Meridian Building (1755 Meridian Avenue)	EL TR Geared-TKE	12	Month	\$	\$
4	1755 Meridian Building (1755 Meridian Avenue)	EL TR Geared-TKE	12	Month	\$	\$
5	1755 Meridian Building (1755 Meridian Avenue)	EL TR Geared-TKE	12	Month	\$	\$
6	42 nd Street Garage (400 42 nd Street)	MCE VVMC- 1000 PTC- SCR	12	Month	\$	\$
7	42 nd Street Garage (400 42 nd Street)	MCE VVMC- 1000 PTC- SCR	12	Month	\$	\$
8	7th Street Garage (210 7 th Street)	Dover-EL TR Geared-TIV- VVVF	12	Month	\$	\$
9	7th Street Garage (210 7 th Street)	Dover-EL TR Geared-TIV- VVVF	12	Month	\$	\$
10	7th Street Garage (210 7 th Street)	Dover-EL TR Geared-TIV- VVVF	12	Month	\$	\$
11	Anchor Place Garage (1557 Washington Avenue)	TKE TAC 20	12	Month	\$	\$
12	Anchor Place Garage (1557 Washington Avenue)	TKE TAC 20	12	Month	\$	\$
13	Anchor Place Garage (1557 Washington Avenue)	Elevator Controls (Pixel Unit)	12	Month	\$	\$
14	Penn Garage, (1661 Pennsylvania Ave)	Kone Ecospace	12	Month	\$	\$
15	Penn Garage, (661 Pennsylvania Ave)	Kone Ecospace	12	Month	\$	\$
16	Penn Garage, (1661 Pennsylvania Ave)	Kone Ecospace	12	Month	\$	\$
17	Penn Garage, (1661 Pennsylvania Ave)	Kone Ecospace	12	Month	\$	\$
18	13th Street Parking Garage (1301 Collins Avenue)	Conventional- Hydro-Otis- Submersible- elevator controls H800	12	Month	\$	\$

19	13th Street Parking Garage (1301 Collins Avenue)	Conventional- Hydro-Otis- Submersible- elevator controls H800	12	Month	\$	\$
20	17th Street Garage (640 17th Street)	TKE US-EL Hydraulic- TAC22- Conventional	12	Month	\$	\$
21	17th Street Garage (640 17th Street)	TKE US-EL Hydraulic- TAC22- Conventional	12	Month	\$	\$
22	17th Street Garage (640 17th Street)	TKE US-EL Hydraulic- TAC22- Conventional	12	Month	\$	\$
23	17th Street Garage (640 17th Street)	TKE US-EL Hydraulic- TAC22- Conventional	12	Month	\$	\$
24	17th Street Garage (640 17th Street)	TKE US-EL Hydraulic- TAC22- Conventional	12	Month	\$	\$
25	Sunset Harbor Garage (1900 Bay Road)	EL Hydraulic- TKE	12	Month	\$	\$
26	Sunset Harbor Garage (1900 Bay Road)	EL Hydraulic- TKE	12	Month	\$	\$
27	12th St Garage (512 12th Street)	Elevator Controls	12	Month	\$	\$
28	Collins Park Garage (340 23 Street)	OTIS G2S 2520 Machine- roomless	12	Month	\$	\$
29	Collins Park Garage (340 23 Street)	OTIS G2S 2520 Machine- roomless	12	Month	\$	\$
30	Collins Park Garage (340 23 Street)	OTIS G2S 2520 Machine- roomless	12	Month	\$	\$

TIME AND MATERIAL COSTS FOR GOODS OR SERVICES NOT SPECIFIED

Item	Description	Annual Est. Quantity ¹	U/M	Unit Cost	Annual Cost (Quantity_X_Unit_Cost)
31	Hourly Rate - Regular (See Section A3.5)	200	Hourly Rate	\$	\$
32	Hourly Rate - Non-Regular (See Section A3.5)	40	Hourly Rate	\$	\$
		(A) Estimated Annual Cost¹	(B) % Mark-up (See Section A4 No. 10)	(C) Cost of % Mark-up (A x B = C)	(D) Net Annual Cost (A + C = D)
33	Cost of Materials	\$3,000	%	\$	\$
ANNUAL TOTAL GROUP 1 (Items 1-33)					\$

¹The estimated amounts stated herein are for calculation purposes only. Actual amounts may be greater or less than the estimated amounts.

GROUP 2: NORTH

SCHEDULED MAINTENANCE

Item	Location	Model	Quantity	U/M	Unit Cost	Annual Cost (Quantity X Unit Cost)
34	Fire Station #2 (2310 Pine Tree Drive)	TKE-TAC20- Dry-Hydro	12	Month	\$	\$
35	Fire Station #2 (2300 Pine Tree Drive)	Kone KCM831	12	Month	\$	\$
36	North Beach Senior Center (7251 Collins Avenue)	EL Hydraulic- TKE- TAC20.03- Submersible	12	Month	\$	\$
37	North Shore Park & Youth Center (501 72 nd Street)	Otis-EL Hydraulic-211 -AAA2124111	12	Month	\$	\$
38	Scott Rakow Youth Center (2700 Sheridan Avenue)	El Hydro Twin Post- Schindler- 330a	12	Month	\$	\$
39	Facilities Management Building (1833 Bay Road)	Schindler 330 A	4	Quarterly	\$	\$
40	North Shore BandShell (7275 Collins Avenue)	Chair	4	Quarterly	\$	\$

TIME AND MATERIAL COSTS FOR GOODS OR SERVICES NOT SPECIFIED

Item	Description	Annual Est. Quantity ¹	U/M	Unit Cost	Annual Cost (Quantity X Unit Cost)
41	Hourly Labor Rate (Regular)	200	Hourly Rate	\$	\$
42	Hourly Labor Rate (Non-regular hours)	40	Hourly Rate	\$	\$
		(A) Estimated Annual Cost ¹	(B) % Mark-up (See Section A4 No. 10)	(C) Cost of % Mark-up (A x B = C)	(D) Net Annual Cost (A + C = D)
43	Cost of Materials	\$3,000	%	\$	\$
ANNUAL TOTAL GROUP 2 (Items 34-43)					\$

¹The estimated amounts stated herein are for calculation purposes only. Actual amounts may be greater or less than the estimated amounts.

GROUP 3: SOUTH

SCHEDULED MAINTENANCE

Item	Location	Model	Quantity	U/M	Unit Cost	Annual Cost (Quantity X Unit Cost)
44	777 Building (1701 Meridian Avenue)	Motion Control	12	Month	\$	\$
45	777 Building (1701 Meridian Avenue)	Motion Control	12	Month	\$	\$
46	Historic City Hall (1130 Washington Avenue)	Motion Control	12	Month	\$	\$
47	Historic City Hall (1130 Washington Avenue)	Motion Control	12	Month	\$	\$
48	Miami Beach City Hall (1700 Convention Center Drive)	Motion Control	12	Month	\$	\$
49	Miami Beach City Hall (1700 Convention Center Drive)	Motion Control	12	Month	\$	\$

50	Miami Beach City Hall (1700 Convention Center Drive)	Otis Hydraulic H900	12	Month	\$	\$
51	Miami Beach City Hall (1700 Convention Center Drive)	Traction	12	Month	\$	\$
52	South Shore Community Center (833 6 th Street)	EL Hydro-Dry	12	Month	\$	\$
53	Miami Beach Police Headquarters (1100 Washington Avenue)	EL Hydraulic- Motion Control-HMC 200- Submersible	12	Month	\$	\$
54	Miami Beach Police Headquarters (1100 Washington Avenue)	EL Hydraulic- Motion Control-HMC 200- Submersible	12	Month	\$	\$
55	Miami Beach Police Headquarters (1100 Washington Avenue)	EL Hydraulic- Motion Control-HMC 200-	12	Month	\$	\$
56	Police Athletic League (999 11 th Street)	EL Hydro Twin Post- Motion Control-HMC 1000 PHC- Submer	4	Quarterly	\$	\$
57	10th St Auditorium (1001 Ocean Drive)	Conventional- Hydro- TAC20- Submersible- Dover	4	Quarterly	\$	\$

TIME AND MATERIAL COSTS FOR GOODS OR SERVICES NOT SPECIFIED

Item	Description	Annual Est. Quantity ¹	U/M	Unit Cost	Annual Cost (Quantity X Unit Cost)
58	Hourly Labor Rate (Regular)	200	Hourly Rate	\$	\$
59	Hourly Labor Rate (Non-regular hours)	40	Hourly Rate	\$	\$
		(A) Estimated Annual Cost¹	(B) % Mark-up (See Section A4 No. 10)	(C) Cost of % Mark-up (A x B = C)	(D) Net Annual Cost (A + C = D)
60	Cost of Materials	\$3,000	%	\$	\$
ANNUAL TOTAL GROUP 3 (Items 44-60)					\$

¹The estimated amounts stated herein are for calculation purposes only. Actual amounts may be greater or less than the estimated amounts.

GROUP 4: RDA

SCHEDULED MAINTENANCE

Item	Location	Model	Quantity	U/M	Unit Cost	Annual Cost (Quantity X Unit Cost)
61	Bass Art Museum (2100 Collins Avenue)	MCE-HMC 1000 PHC- Imperial-Dry (UV 5A)	12	Month	\$	\$
62	Bass Art Museum) 2100 Collins Ave	Dover- Hydraulic- LMH- Magnatek (I-3)	12	Month	\$	\$
63	Colony Theater (1040 Lincoln Road)	Schindler MB - 2178	12	Month	\$	\$
64	Colony Theater (1040 Lincoln Road)	Garaventa XPRESS11	12	Month	\$	\$

TIME AND MATERIAL COSTS FOR GOODS AND SERVICES NOT SPECIFIED					
Item	Description	Annual Est. Quantity ¹	U/M	Unit Cost	Annual Cost (Quantity_X_Unit_Cost)
65	Hourly Labor Rate (Regular)	200	Hourly Rate	\$	\$
66	Hourly Labor Rate (Non-regular hours)	40	Hourly Rate	\$	\$
		(A) Estimated Annual Cost ¹	(B) % Mark-up (See Section A4 No. 10)	(C) Cost of % Mark-up (A x B = C)	(D) Net Annual Cost (A + C = D)
67	Cost of Materials	\$3,000	%	\$	\$
ANNUAL TOTAL GROUP 4 (Items 61-67)					\$

¹The estimated amounts stated herein are for calculation purposes only. Actual amounts may be greater or less than the estimated amounts.

ANNUAL COST TO THE CITY OF MIAMI BEACH²	\$
(calculate by adding together the annual totals for Groups 1,2,3 and 4)	

²The annual cost to the City of Miami Beach shall be utilized to allocate Cost Points in the Evaluation of Proposals.

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APPENDIX C

MIAMI BEACH

Insurance Requirements

2023-001-ND
ELEVATOR MAINTENANCE, REPAIRS,
AND PARTS

PROCUREMENT DEPARTMENT
1755 Meridian Avenue, 3rd Floor
Miami Beach, Florida 33139

MIAMI BEACH

INSURANCE REQUIREMENTS

The vendor shall maintain the below required insurance in effect prior to awarding the contract and for the duration of the contract. The maintenance of proper insurance coverage is a material element of the contract and failure to maintain or renew coverage may be treated as a material breach of the contract, which could result in withholding of payments or termination of the contract.

- A. Worker's Compensation Insurance for all employees of the vendor as required by Florida Statute 440, and Employer Liability Insurance for bodily injury or disease. Should the Vendor be exempt from this Statute, the Vendor and each employee shall hold the City harmless from any injury incurred during performance of the Contract. The exempt Vendor shall also submit (i) a written statement detailing the number of employees and that they are not required to carry Workers' Compensation insurance and do not anticipate hiring any additional employees during the term of this contract or (ii) a copy of a Certificate of Exemption.
- B. Commercial General Liability Insurance on an occurrence basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence, and \$2,000,000 general aggregate.
- C. Automobile Liability Insurance covering any automobile, if vendor has no owned automobiles, then coverage for hired and non-owned automobiles, with limit no less than \$1,000,000 combined per accident for bodily injury and property damage.

Additional Insured - City of Miami Beach must be included by endorsement as an additional insured with respect to all liability policies (except Professional Liability and Workers' Compensation) arising out of work or operations performed on behalf of the Vendor including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired or borrowed in the form of an endorsement to the Vendor's insurance.

Notice of Cancellation - Each insurance policy required above shall provide that coverage shall not be cancelled, except with notice to the City of Miami Beach c/o EXIGIS Insurance Compliance Services.

Waiver of Subrogation – Vendor agrees to obtain any endorsement that may be necessary to affect the waiver of subrogation on the coverages required. However, this provision applies regardless of whether the City has received a waiver of subrogation endorsement from the insurer.

Acceptability of Insurers – Insurance must be placed with insurers with a current A.M. Best rating of A:VII or higher. If not rated, exceptions may be made for members of the Florida Insurance Funds (i.e. FWCIGA, FAJUA). Carriers may also be considered if they are licensed and authorized to do insurance business in the State of Florida.

Verification of Coverage – Vendor shall furnish the City with original certificates and amendatory endorsements, or copies of the applicable insurance language, effecting coverage required by this contract. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Vendor's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements,

required by these specifications, at any time.

CERTIFICATE HOLDER MUST READ:

CITY OF MIAMI BEACH
c/o EXIGIS Insurance Compliance Services
P.O. Box 4668 – ECM #35050
New York, NY 10163-4668

Kindly submit all certificates of insurance, endorsements, exemption letters to our servicing agent, EXIGIS, at:

Certificates-miamibeach@riskworks.com

Special Risks or Circumstances - The City of Miami Beach reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Compliance with the foregoing requirements shall not relieve the vendor of his liability and obligation under this section or under any other section of this agreement.

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