

# REQUEST FOR PROPOSALS (RFP)

Elevator Maintenance, Repairs, Parts and New Equipment  
2017-010-JC

**RFP ISSUANCE DATE: MAY 18, 2017**

**PROPOSALS DUE: JUNE 20, 2017 @ 3:00 PM**

**ISSUED BY:**



MIAMIBEACH

**JASON CROUCH, PROCUREMENT CONTRACTING OFFICER**

PROCUREMENT DEPARTMENT

1755 Meridian Ave, 3<sup>rd</sup> Floor, Miami Beach, FL 33139

305.673.7000 x**6694** | [jasoncrouch@miamibeachfl.gov](mailto:jasoncrouch@miamibeachfl.gov) | [www.miamibeachfl.gov](http://www.miamibeachfl.gov)

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**SECTION 0200 INSTRUCTIONS TO RESPONDENTS & GENERAL CONDITIONS**

**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 cost 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 appendixes 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 **PublicPurchase** ([www.publicpurchase.com](http://www.publicpurchase.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 **PublicPurchase** must register immediately with **PublicPurchase** to assure it receives any addendum issued to this RFP. **Failure to receive an addendum may result in disqualification of proposal submitted.**

**2. PURPOSE.**

The City is seeking proposals from qualified elevator maintenance firms to: 1) provide the City with various routine maintenance services and repairs to the City’s fleet of elevators; and/or 2) participate in a pool of prequalified elevator contractors for non-routine engagements that may include (but not be limited to) major refurbishments and modernizations, and installation of new equipment. Interested firms may: submit a proposal response solely for Groups 1-4 (maintenance and repairs of elevators); or submit a proposal response solely for Group 5 (pool of prequalified contractors); or submit a proposal response for all Groups.

Groups 1-4 will be evaluated in accordance with Section 0400, Proposal Evaluation. Groups may be awarded in accordance with Section 0200, Sub-Section 19, Determination of Award. Additionally, for Group 5, the City Manager may recommend one (1) or more firms to participate in the pool of prequalified firms for future work.

The requirements and specifications of the work are further detailed herein and, specifically, in Appendix C.

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

RFP Issued	May 18, 2017
Pre-Proposal Meeting	June 1, 2017
Deadline for Receipt of Questions	June 9, 2017 @ 5PM
Responses Due	JUNE 20, 2017 @ 3:00 PM
Evaluation Committee Review	TBD
Proposer Presentations	TBD
Tentative Commission Approval Authorizing Negotiations	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:  
Jason Crouch

Telephone:  
305-673-7000 Ext. 6694

Email:  
jasoncrouch@miamibeachfl.gov

Additionally, the City Clerk is to be copied on all communications via e-mail at: [RafaelGranado@miamibeachfl.gov](mailto:RafaelGranado@miamibeachfl.gov), or via facsimile: 786-394-4188.

The Proposal title/number shall be referenced on all correspondence. All questions or requests for clarification must be received no later than seven (7) 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).** Only if deemed necessary by the City, a pre-proposal meeting or site visit(s) may be scheduled.

A Pre-PROPOSAL conference will be held as scheduled in Anticipated RFP Timetable section above at the following address:

**City of Miami Beach  
Procurement Department  
1755 Meridian Ave, 3rd Floor  
Miami Beach, FL 33139**

Attendance (in person or via telephone) is encouraged and recommended as a source of information, but is not mandatory. Proposers interested in participating in the Pre-Proposal Submission Meeting via telephone must follow these steps:

- (1) Dial the TELEPHONE NUMBER: 1- 888-270-9936 (Toll-free North America)
- (2) Enter the MEETING NUMBER: 1142644

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

**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 *PublicPurchase*. Any prospective proposer who has received this RFP by any means other than through *PublicPurchase* must register immediately with *PublicPurchase* 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](mailto:rafaelgranado@miamibeachfl.gov)

**8. SPECIAL NOTICES.** You are hereby advised that this solicitation is subject to the following ordinances/resolutions, which may be found on the City Of Miami Beach website: <http://web.miamibeachfl.gov/procurement/scroll.aspx?id=23510>

•CONE OF SILENCE.....	CITY CODE SECTION 2-486
•PROTEST PROCEDURES.....	CITY CODE SECTION 2-371
•DEBARMENT PROCEEDINGS.....	CITY CODE SECTIONS 2-397 THROUGH 2-485.3
•LOBBYIST REGISTRATION AND DISCLOSURE OF FEES.....	CITY CODE SECTIONS 2-481 THROUGH 2-406
•CAMPAIGN CONTRIBUTIONS BY VENDORS.....	CITY CODE SECTION 2-487
•CAMPAIGN CONTRIBUTIONS BY LOBBYISTS ON PROCUREMENT ISSUES.....	CITY CODE SECTION 2-488
•REQUIREMENT FOR CITY CONTRACTORS TO PROVIDE EQUAL BENEFITS FOR DOMESTIC PARTNERS.....	CITY CODE SECTION 2-373
•LIVING WAGE REQUIREMENT.....	CITY CODE SECTIONS 2-407 THROUGH 2-410
•PREFERENCE FOR FLORIDA SMALL BUSINESSES OWNED AND CONTROLLED BY VETERANS AND TO STATE-CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISES.....	CITY CODE SECTION 2-374
•FALSE CLAIMS ORDINANCE.....	CITY CODE SECTION 70-300
•ACCEPTANCE OF GIFTS, FAVORS & SERVICES.....	CITY CODE SECTION 2-449

**9. PUBLIC ENTITY CRIME.** A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crimes may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Sec. 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

**10. COMPLAINE WITH THE CITY'S LOBBYIST LAWS.** This RFP is subject to, and all Proposers are expected to be or become familiar with, all City lobbyist laws. Proposers shall be solely responsible for ensuring that all City lobbyist laws are complied with, and shall be subject to any and all sanctions, as prescribed therein, including, without limitation, disqualification of their responses, in the event of such non-compliance.

**11. DEBARMENT ORDINANCE:** This RFP is subject to, and all proposers are expected to be or become familiar with, the City's Debarment Ordinance as codified in Sections 2-397 through 2-406 of the City Code.

**12. WITH THE CITY'S CAMPAIGN FINANCE REFORM LAWS.** This RFP is subject to, and all Proposers are expected to be or become familiar with, the City's Campaign Finance Reform laws, as codified in Sections 2-487 through 2-490 of the City Code. Proposers shall be solely responsible for ensuring that all applicable provisions of the City's Campaign Finance Reform laws are complied with, and shall be subject to any and all sanctions, as prescribed therein, including disqualification of their responses, in the event of such non-compliance.

**13. CODE OF BUSINESS ETHICS.** Pursuant to City Resolution No.2000-23879, the Proposer shall adopt a Code of Business Ethics ("Code") and submit that Code to the Procurement Division with its response or within five (5) days upon receipt of request. The Code shall, at a minimum, require the Proposer, to comply with all applicable governmental rules and regulations including, among others, the conflict of interest, lobbying and ethics provision of the City of Miami Beach and Miami Dade County.

**14. AMERICAN WITH DISABILITIES ACT (ADA).** Call 305-673-7490 to request material in accessible format; sign language interpreters (five (5) days in advance when possible), or information on access for persons with disabilities. For more information on ADA compliance, please call the Public Works Department, at 305-673- 7000, Extension 2984.

**15. POSTPONEMENT OF DUE DATE FOR RECEIPT OF PROPOSALS.** The City reserves the right to postpone the deadline for submittal of proposals and will make a reasonable effort to give at least three (3) calendar days written notice of any such postponement to all prospective Proposers through *PublicPurchase*.

**16. PROTESTS.** Proposers that are not selected may protest any recommendation for selection of award in accordance with the proceedings established pursuant to the City's bid protest procedures, as codified in Sections 2-370 and 2-371 of the City Code (the City's Bid Protest Ordinance). Protest not timely made pursuant to the requirements of the City's Bid Protest Ordinance shall be barred.

**17. NOT USED.**

**18. VETERAN BUSINESS ENTERPRISES PREFERENCE.** Pursuant to City Code Section 2-374, the City shall give a preference to a responsive and responsible Proposer which is a small business concern owned and controlled by a veteran(s) or which is a service-disabled veteran business enterprise, and which is within five percent (5%) of the lowest responsive, responsible proposer, by providing such proposer an opportunity of providing said goods or contractual services for the lowest responsive proposal amount (or in this RFP, the highest proposal amount). Whenever, as a result of the foregoing preference, the adjusted prices of two (2) or more proposers which are a small business concern owned and controlled by a veteran(s) or a service-disabled veteran business enterprise constitute the lowest proposal pursuant to an RFP or oral or written request for quotation, and such proposals are responsive, responsible and otherwise equal with respect to quality and service, then the award shall be made to the service-disabled veteran business enterprise.

**19. DETERMINATION OF AWARD.** The final ranking results of Step 1 & 2 outlined in Section 0400, Evaluation of Proposals, will be considered by the City Manager who 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 Manager's recommendation need not be consistent with the scoring results identified herein 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 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.

**20. 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.

**21. Postponement/Cancellation/Acceptance/Rejection.** The City may, at its sole and absolute discretion, reject any and all, or parts of any and all, responses; re-advertise this RFP; postpone or cancel, at any time, this RFP process; or waive any irregularities in this RFP, or in any responses received as a result of this RFP. Reasonable efforts will be made to either award the proposer the contract or reject all proposals within one-hundred twenty (120) calendar days after proposal opening date. A proposer may withdraw its proposal after expiration of one hundred twenty (120) calendar days from the date of proposal opening by delivering written notice of withdrawal to the Department of Procurement Management prior to award of the contract by the City Commission.

**22. 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.

**23. COSTS INCURRED BY PROPOSERS.** All expenses involved with the preparation and submission of Proposals, or any work performed in connection therewith, shall be the sole responsibility (and shall be at the sole cost and expense) of the Proposer, and shall not be reimbursed by the City.

**24. RELATIONSHIP TO THE CITY.** It is the intent of the City, and Proposers hereby acknowledge and agree, that the successful Proposer is considered to be an independent contractor, and that neither the Proposer, nor the Proposer's employees, agents, and/or contractors, shall, under any circumstances, be considered employees or agents of the City.

**24. OCCUPATIONAL HEALTH AND SAFETY.** In compliance with Chapter 442, Florida Statutes, any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this proposal must be accompanied by a Material Safety Data Sheet (MSDS) which may be obtained from the manufacturer.

**25. ENVIRONMENTAL REGULATIONS.** The City reserves the right to consider a proposer's history of citations and/or violations of environmental regulations in investigating a proposer's responsibility, and further reserves the right to declare a proposer not responsible if the history of violations warrant such determination in the opinion of the City. Proposer shall submit with its proposal, a complete history of all citations and/or violations, notices and dispositions thereof. The non-submission of any such documentation shall be deemed to be an affirmation by the Proposer that there are no citations or violations. Proposer shall notify the City immediately of notice of any citation or violation which proposer may receive after the proposal opening date and during the time of performance of any contract awarded to it.



**26. TAXES.** The City of Miami Beach is exempt from all Federal Excise and State taxes.

**27. MISTAKES.** Proposers are expected to examine the terms, conditions, specifications, delivery schedules, proposed pricing, and all instructions pertaining to the goods and services relative to this RFP. Failure to do so will be at the Proposer's risk and may result in the Proposal being non-responsive.

**28. PAYMENT.** Payment will be made by the City after the goods or services have been received, inspected, and found to comply with contract, specifications, free of damage or defect, and are properly invoiced. Invoices must be consistent with Purchase Order format.

**29. COPYRIGHT, PATENTS & ROYALTIES.** Proposer shall indemnify and save harmless the City of Miami Beach, Florida, and its officers, employees, contractors, and/or agents, from liability of any nature or kind, including cost and expenses for, or on account of, any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the City of Miami Beach, Florida. If the Proposer uses any design, device or materials covered by letters, patent, or copyright, it is mutually understood and agreed, without exception, that the proposal prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

**30. DEFAULT:** Failure or refusal of the selected Proposer to execute a contract following approval of such contract by the City Commission, or untimely withdrawal of a response before such award is made and approved, may result in a claim for damages by the City and may be grounds for removing the Proposer from the City's vendor list.

**31. MANNER OF PERFORMANCE.** Proposer agrees to perform its duties and obligations in a professional manner and in accordance with all applicable Local, State, County, and Federal laws, rules, regulations and codes. Lack of knowledge or ignorance by the Proposer with/of applicable laws will in no way be a cause for relief from responsibility. Proposer agrees that the services provided shall be provided by employees that are educated, trained, experienced, certified, and licensed in all areas encompassed within their designated duties. Proposer agrees to furnish to the City any and all documentation, certification, authorization, license, permit, or registration currently required by applicable laws, rules, and regulations. Proposer further certifies that it and its employees will keep all licenses, permits, registrations, authorizations, or certifications required by applicable laws or regulations in full force and effect during the term of this contract. Failure of Proposer to comply with this paragraph shall constitute a material breach of this contract.

Where contractor is required to enter or go on to City of Miami Beach property to deliver materials or perform work or services as a result of any contract resulting from this solicitation, the contractor will assume the full duty, obligation and expense of obtaining all necessary licenses, permits, and insurance, and assure all work complies with all applicable laws. The contractor shall be liable for any damages or loss to the City occasioned by negligence of the Proposer, or its officers, employees, contractors, and/or agents, for failure to comply with applicable laws.

**32. SPECIAL CONDITIONS.** Any and all Special Conditions that may vary from these General Terms and Conditions shall have precedence.

**33. NON-DISCRIMINATION.** The Proposer certifies that it is in compliance with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin. In accordance with the City's Human Rights Ordinance, codified in Chapter 62 of the City Code, Proposer shall prohibit discrimination by reason of race, color, national origin, religion, sex, intersexuality, gender identity, sexual orientation, marital and familial status, and age or disability.



**34. DEMONSTRATION OF COMPETENCY.** The city may consider any evidence available regarding the financial, technical, and other qualifications and abilities of a Proposer, including past performance (experience) in making an award that is in the best interest of the City, including:

- A. Pre-award inspection of the Proposer's facility may be made prior to the award of contract.
- B. Proposals will only be considered from firms which are regularly engaged in the business of providing the goods and/or services as described in this solicitation.
- C. Proposers must be able to demonstrate a good record of performance for a reasonable period of time, and have sufficient financial capacity, equipment, and organization to ensure that they can satisfactorily perform the services if awarded a contract under the terms and conditions of this solicitation.
- D. The terms "equipment and organization", as used herein shall, be construed to mean a fully equipped and well established company in line with the best business practices in the industry, and as determined by the City of Miami Beach.
- E. The City may consider any evidence available regarding the financial, technical, and other qualifications and abilities of a Proposer, including past performance (experience), in making an award that is in the best interest of the City.
- F. The City may require Proposer s to show proof that they have been designated as authorized representatives of a manufacturer or supplier, which is the actual source of supply. In these instances, the City may also require material information from the source of supply regarding the quality, packaging, and characteristics of the products to be supply to the City.

**35. ASSIGNMENT.** The successful Proposer shall not assign, transfer, convey, sublet or otherwise dispose of the contract, including any or all of its right, title or interest therein, or his/her or its power to execute such contract, to any person, company or corporation, without the prior written consent of the City.

**36. LAWS, PERMITS AND REGULATIONS.** The Proposer shall obtain and pay for all licenses, permits, and inspection fees required to complete the work and shall comply with all applicable laws.

**37. OPTIONAL CONTRACT USAGE.** When the successful Proposer (s) is in agreement, other units of government or non-profit agencies may participate in purchases pursuant to the award of this contract at the option of the unit of government or non-profit agency.

**38. VOLUME OF WORK TO BE RECEIVED BY CONTRACTOR.** It is the intent of the City to purchase the goods and services specifically listed in this solicitation from the contractor. However, the City reserves the right to purchase any goods or services awarded from state or other governmental contract, or on an as-needed basis through the City's spot market purchase provisions.

**39. DISPUTES.** In the event of a conflict between the documents, the order of priority of the documents shall be as follows:

- A. Any contract or agreement resulting from the award of this solicitation; then
- B. Addendum issued for this solicitation, with the latest Addendum taking precedence; then
- C. The solicitation; then
- D. The Proposer's proposal in response to the solicitation.

**40. INDEMNIFICATION.** The Proposer shall indemnify and hold harmless the City and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of defense, which the City or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of the agreement by the contractor or its employees, agents, servants, partners, principals or subcontractors. The contractor shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the City, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon. The Proposer expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the contractor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City or its officers, employees, agents and instrumentalities as herein provided. The above indemnification provisions shall survive the expiration or termination of this Agreement.

**41. CONTRACT EXTENSION.** The City reserves the right to require the Contractor to extend contract past the stated termination date for a period of up to 120 days in the event that a subsequent contract has not yet been awarded. Additional extensions past the 120 days may occur as needed by the City and as mutually agreed upon by the City and the contractor.

**42. FLORIDA PUBLIC RECORDS LAW.** Proposers are hereby notified that all Bid including, without limitation, any and all information and documentation submitted therewith, are exempt from public records requirements under Section 119.07(1), Florida Statutes, and s. 24(a), Art. 1 of the State Constitution until such time as the City provides notice of an intended decision or until thirty (30) days after opening of the proposals, whichever is earlier. Additionally, Contractor agrees to be in full compliance with Florida Statute 119.0701 including, but not limited to, agreement to (a) Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the services; (b) provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law; (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; (d) Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.

**43. OBSERVANCE OF LAWS.** Proposers are expected to be familiar with, and comply with, all Federal, State, County, and City laws, ordinances, codes, rules and regulations, and all orders and decrees of bodies or tribunals having jurisdiction or authority which, in any manner, may affect the scope of services and/or project contemplated by this RFP (including, without limitation, the Americans with Disabilities Act, Title VII of the Civil Rights Act, the EEOC Uniform Guidelines, and all EEO regulations and guidelines). Ignorance of the law(s) on the part of the Proposer will in no way relieve it from responsibility for compliance.

**44. CONFLICT OF INTEREST.** All Proposers must disclose, in their Proposal, the name(s) of any officer, director, agent, or immediate family member (spouse, parent, sibling, and child) who is also an employee of the City of Miami Beach. Further, all Proposers must disclose the name of any City employee who owns, either directly or indirectly, an interest of ten (10%) percent or more in the Proposer entity or any of its affiliates.

**45. MODIFICATION/WITHDRAWALS OF PROPOSALS.** A Proposer may submit a modified Proposal to replace all or any portion of a previously submitted Proposal up until the Proposal due date and time. Modifications received after the Proposal due date and time will not be considered. Proposals shall be irrevocable until contract award unless withdrawn in writing prior to the Proposal due date, or after expiration of **120** calendar days from the opening of Proposals without a contract award. Letters of withdrawal received after the Proposal due date and before said expiration date, and letters of withdrawal received after contract award will not be considered.

**47. EXCEPTIONS TO RFP.** Proposers must clearly indicate any exceptions they wish to take to any of the terms in this RFP, and outline what, if any, alternative is being offered. All exceptions and alternatives shall be included and clearly delineated, in writing, in the Proposal. The City, at its sole and absolute discretion, may accept or reject any or all exceptions and alternatives. In cases in which exceptions and alternatives are rejected, the City shall require the Proposer to comply with the particular term and/or condition of the RFP to which Proposer took exception to (as said term and/or condition was originally set forth on the RFP).

**48. ACCEPTANCE OF GIFTS, FAVORS, SERVICES.** Proposers shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the City, for the purpose of influencing consideration of this Proposal. Pursuant to Sec. 2-449 of the City Code, no officer or employee of the City shall accept any gift, favor or service that might reasonably tend improperly to influence him in the discharge of his official duties.

**49. SUPPLEMENTAL INFORMATION.** City reserves the right to request supplemental information from Proposers at any time during the RFP solicitation process, unless otherwise noted herein.

**50. ADDITIONAL SERVICES.** Although this solicitation and resultant contract identifies specific goods, services or facilities ("items"), it is hereby agreed and understood that the City, through the approval of the Department and Procurement Directors (for additional items up to \$50,000) or the City Manager (for additional items greater than \$50,000), may require additional items to be added to the Contract which are required to complete the work. When additional items are required to be added to the Contract, awarded vendor(s), as applicable to the item being requested, under this contract may be invited to submit price quote(s) for these additional requirements. If these quote(s) are determined to be fair and reasonable, then the additional work will be awarded to the current contract vendor(s) that offers the lowest acceptable pricing. The additional items shall be added to this contract by through a Purchase Order (or Change Order if Purchase Order already exists). In some cases, the City may deem it necessary to add additional items through a formal amendment to the Contract, to be approved by the City Manager.

The City may determine to obtain price quotes for the additional items from other vendors in the event that fair and reasonable pricing is not obtained from the current contract vendors, or for other reasons at the City's discretion.

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## **SECTION 0300      PROPOSAL SUBMITTAL INSTRUCTIONS AND FORMAT**

**1. SEALED RESPONSES.** One original Proposal (preferably in 3-ring binder) must be submitted in an opaque, sealed envelope or container on or before the due date established for the receipt of proposals. Additionally, ten (10) bound copies and one (1) electronic format (CD or USB format) are to be submitted. The following information should be clearly marked on the face of the envelope or container in which the proposal is submitted: solicitation number, solicitation title, Proposer name, Proposer return address. Proposals received electronically, either through email or facsimile, are not acceptable and will be rejected.

**2. LATE BIDS.** Proposals are to be received on or before the due date established herein for the receipt of Proposals. **Any Proposal received after the deadline established for receipt of proposals will be considered late and not be accepted or will be returned to Proposer unopened.** The City does not accept responsibility for any delays, natural or otherwise.

**3. 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 sections and manner specified below. Hard copy submittal should be tabbed as enumerated below and contain a table of contents with page references. Electronic copies should also be tabbed and contain a table of contents with page references. Proposals that do not include the required information will be deemed non-responsive and will not be considered.

<b>TAB 1</b>	<b>Cover Letter &amp; Minimum Qualifications Requirements</b>
<p><b>1.1 Cover Letter and Table of Contents.</b> The cover letter must indicate Proposer and Proposer Primary Contact for the purposes of this solicitation.</p> <p><b>1.2 Proposal Certification, Questionnaire &amp; Requirements Affidavit (Appendix A).</b> Attach Appendix A fully completed and executed.</p> <p><b>1.3 Minimum Qualifications Requirements.</b> Submit verifiable information documenting compliance with the minimum qualifications requirements established in Appendix C, Minimum Requirements and Specifications.</p>	
<b>TAB 2</b>	<b>Experience &amp; Qualifications</b>
<p><b>2.1 Qualifications of Proposing Firm.</b> Submit detailed information regarding the firm's history and relevant experience and proven track record of providing the scope of services similar as identified in this solicitation, including experience in providing similar scope of services to public sector agencies. For each project that the Proposer submits as evidence of similar experience, the following is required: project description, agency name, agency contact, contact telephone &amp; email, and year(s) and term of engagement.</p> <p><b>2.2 Qualifications of Proposer Team.</b> Provide an organizational chart of all personnel and consultants to be used for this project if awarded, the role that each team member will play in providing the services detailed herein and each team members' qualifications. A resume of each individual, including education, experience, and any other pertinent information, shall be included for each Proposal team member to be assigned to this contract.</p> <p><b>2.3 Financial Capacity.</b> Each Proposer shall arrange for Dun &amp; Bradstreet to submit a Supplier Qualification Report (SQR) directly to the Procurement Contact named herein. No proposal will be considered without receipt, by the City, of the SQR directly from Dun &amp; Bradstreet. The cost of the preparation of the SQR shall be the responsibility of the Proposer. The Proposer shall request the SQR report from D&amp;B at:</p> <p><a href="https://supplierportal.dnb.com/webapp/wcs/stores/servlet/SupplierPortal?storeId=11696">https://supplierportal.dnb.com/webapp/wcs/stores/servlet/SupplierPortal?storeId=11696</a></p> <p><b>Proposers are responsible for the accuracy of the information contained in its SQR. It is highly recommended that each Proposer review the information contained in its SQR for accuracy prior to submittal to the City and as early as possible in the solicitation process. For assistance with any portion of the SQR submittal process contact Dun &amp; Bradstreet at 800-424-2495.</b></p>	

**TAB 3      Approach and Methodology**

**3.1** Submit detailed information addressing how Proposer will achieve each portion of the scope of services and technical requirements outlined in Appendix C, Minimum Requirements and Specifications, including detailed information, as applicable, which addresses, but need not be limited to: maintenance services implementation plan, maintenance intervals, any phasing options, testing, inspections, safety and risk mitigation actions for assuring project requirements are implemented on time and within budget. At a minimum, Proposers shall address the following areas of service:

**3.2** Proposer shall address, in compliance with the minimum service levels, how it will accomplish the scope of services in order to maximize public safety and maintain efficient operation of the City's elevator system. Include the following specific areas in response:

- Service Level Maintenance Plan (include total planned approach for monthly, quarterly, annual, emergency and repairs).
- Repairs Plan.
- Parts and Equipment Plan: Identify In-House Inventory and Supply Channels.
- Detail personnel dedicated to the City of Miami Beach. Include engineers, technicians, mechanics, support staff and related team members; also indicating how each will assist in achieving the scope of services required.
- Sample Maintenance Services Checklist

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**

Submit a completed Cost Proposal Form (Appendix E).

**Note:** 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).

## **SECTION 0400     PROPOSAL EVALUATION**

**1. Evaluation Committee.** An Evaluation Committee, appointed by the City Manager, shall meet to evaluate each Proposal in accordance with the requirements set forth in the solicitation. If further information is desired, Proposers may be requested to make additional written submissions of a clarifying nature or oral presentations to the Evaluation Committee. The evaluation of proposals will proceed in a two-step process as noted below. It is important to note that the Evaluation Committee will score the qualitative portions of the proposals only. The Evaluation Committee does not make an award recommendation to the City Manager. The results of Step 1 & Step 2 Evaluations will be forwarded to the City Manager who will utilize the results to make a recommendation to the City Commission. In the event that only one responsive proposal is received, the City Manager, after determination that the sole responsive proposal materially meets the requirements of the RFP, may, without an evaluation committee, recommend to the City Commission that the Administration enter into negotiations. The City, in its discretion, may utilize technical or other advisers to assist the evaluation committee in the evaluation of proposals.

**2. Step 1 Evaluation.** The first step will consist of the qualitative criteria listed below to be considered by the Evaluation Committee. The second step will consist of quantitative criteria established below to be added to the Evaluation Committee results by the Department of Procurement Management. An Evaluation Committee, appointed by the City Manager, shall meet to evaluate each Proposal in accordance with the qualifications criteria established below for Step 1, Qualitative Criteria. In doing so, the Evaluation Committee may review and score all proposals received, with or without conducting interview sessions.

<b>Step 1 - Qualitative Criteria</b>		<b>Maximum Points</b>
Proposer Experience and Qualifications		30
Approach and Methodology		45
<b>TOTAL AVAILABLE STEP 1 POINTS</b>		<b>75</b>

**3. Step 2 Evaluation.** Following the results of Step 1 Evaluation of qualitative criteria, the Proposers may receive additional quantitative criteria points to be added by the Department of Procurement Management to those points earned in Step 1, as follows.

<b>Step 2 - Quantitative Criteria</b>		
Cost Proposal		25
Veterans Preference		5
<b>TOTAL AVAILABLE STEP 2 POINTS</b>		<b>30</b>

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

<b>Sample Objective Formula for Cost</b>				
<b>Vendor</b>	<b>Vendor Cost Proposal</b>	<b>Example Maximum Allowable Points</b> (Points noted are for illustrative purposes only. Actual points are noted above.)	<b>Formula for Calculating Points</b> (lowest cost / cost of proposal being evaluated X maximum allowable points = awarded points) Round to	<b>Total Points Awarded</b>
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

**5. Determination of Final Ranking.** At the conclusion of the Evaluation Committee Step 1 scoring, Step 2 Points will be added to each evaluation committee member's scores by the Department of Procurement Management. Step 1 and 2 scores will be converted to rankings in accordance with the example below:

		Proposer A	Proposer B	Proposer C
Committee Member 1	Step 1 Points	82	76	80
	Step 2 Points	22	15	12
	Total	104	91	92
	Rank	1	3	2
Committee Member 2	Step 1 Points	79	85	72
	Step 2 Points	22	15	12
	Total	101	100	84
	Rank	1	2	3
Committee Member 2	Step 1 Points	80	74	66
	Step 2 Points	22	15	12
	Total	102	89	78
	Rank	1	2	3
<b>Low Aggregate Score</b>		<b>3</b>	<b>7</b>	<b>8</b>
<b>Final Ranking*</b>		<b>1</b>	<b>2</b>	<b>3</b>

\* Final Ranking is presented to the City Manager for further due diligence and recommendation to the City Commission. Final Ranking does not constitute an award recommendation until such time as the City Manager has made his recommendation to the City Commission, which may be different than final ranking results.



# APPENDIX A



MIAMI BEACH

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## Proposal Certification, Questionnaire & Requirements Affidavit

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2017-010-JC  
Elevator Maintenance, Repairs, Parts and  
New Equipment

PROCUREMENT DEPARTMENT  
1755 Meridian Ave, 3<sup>rd</sup> Floor,  
Miami Beach, FL 33139

Solicitation No: 2017-010-JC	Solicitation Title: Elevator Maintenance, Repairs, Parts and New Equipment	
Procurement Contact: Jason Crouch	Tel: 305-673-7000 x6694	Email: jasoncrouch@miamibeachfl.gov

## PROPOSAL CERTIFICATION, QUESTIONNAIRE & REQUIREMENTS AFFIDAVIT

**Purpose:** The purpose of this Proposal Certification, Questionnaire and Requirements Affidavit Form is to inform prospective Proposers of certain solicitation and contractual requirements, and to collect necessary information from Proposers in order that certain portions of responsiveness, responsibility and other determining factors and compliance with requirements may be evaluated. **This Proposal Certification, Questionnaire and Requirements Affidavit Form is a REQUIRED FORM that must be submitted fully completed and executed.**

### 1. General Proposer Information.

FIRM NAME:	
No of Years in Business:	No of Years in Business Locally:
OTHER NAME(S) PROPOSER HAS OPERATED UNDER IN THE LAST 10 YEARS:	
FIRM PRIMARY ADDRESS (HEADQUARTERS):	
CITY:	
STATE:	ZIP CODE:
TELEPHONE NO.:	
TOLL FREE NO.:	
FAX NO.:	
FIRM LOCAL ADDRESS:	
CITY:	
STATE:	ZIP CODE:
PRIMARY ACCOUNT REPRESENTATIVE FOR THIS ENGAGEMENT:	
ACCOUNT REP TELEPHONE NO.:	
ACCOUNT REP TOLL FREE NO.:	
ACCOUNT REP EMAIL:	
FEDERAL TAX IDENTIFICATION NO.:	

The City reserves the right to seek 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.

1. **Veteran Owned Business.** Is Proposer claiming a veteran owned business status?

☐

YES

☐

NO

**SUBMITTAL REQUIREMENT:** Proposers claiming veteran owned business status shall submit a documentation proving that firm is certified as a veteran-owned business or a service-disabled veteran owned business by the State of Florida or United States federal government, as required pursuant to ordinance 2011-3748.

2. **Conflict Of Interest.** All Proposers must disclose, in their Proposal, the name(s) of any officer, director, agent, or immediate family member (spouse, parent, sibling, and child) who is also an employee of the City of Miami Beach. Further, all Proposers must disclose the name of any City employee who owns, either directly or indirectly, an interest of ten (10%) percent or more in the Proposer entity or any of its affiliates.

**SUBMITTAL REQUIREMENT:** Proposers must disclose the name(s) of any officer, director, agent, or immediate family member (spouse, parent, sibling, and child) who is also an employee of the City of Miami Beach. Proposers must also disclose the name of any City employee who owns, either directly or indirectly, an interest of ten (10%) percent or more in the Proposer entity or any of its affiliates

3. **References & Past Performance.** Proposer shall submit at least three (3) references for whom the Proposer has completed work similar in size and nature as the work referenced in solicitation.

**SUBMITTAL REQUIREMENT:** For each reference submitted, the following information is required: 1) Firm Name, 2) Contact Individual Name & Title, 3) Address, 4) Telephone, 5) Contact's Email and 6) Narrative on Scope of Services Provided.

4. **Suspension, Debarment or Contract Cancellation.** Has Proposer ever been debarred, suspended or other legal violation, or had a contract cancelled due to non-performance by any public sector agency?

☐

YES

☐

NO

**SUBMITTAL REQUIREMENT:** If answer to above is "YES," Proposer shall submit a statement detailing the reasons that led to action(s).

5. **Vendor Campaign Contributions.** Proposers are expected to be or become familiar with, the City's Campaign Finance Reform laws, as codified in Sections 2-487 through 2-490 of the City Code. Proposers shall be solely responsible for ensuring that all applicable provisions of the City's Campaign Finance Reform laws are complied with, and shall be subject to any and all sanctions, as prescribed therein, including disqualification of their Proposals, in the event of such non-compliance.

**SUBMITTAL REQUIREMENT:** Submit the names of all individuals or entities (including your sub-consultants) with a controlling financial interest as defined in solicitation. For each individual or entity with a controlling financial interest indicate whether or not each individual or entity has contributed to the campaign either directly or indirectly, of a candidate who has been elected to the office of Mayor or City Commissioner for the City of Miami Beach.

6. **Code of Business Ethics.** Pursuant to City Resolution No.2000-23879, each person or entity that seeks to do business with the City shall adopt a Code of Business Ethics ("Code") and submit that Code to the Department of Procurement Management with its proposal/response or within five (5) days upon receipt of request. The Code shall, at a minimum, require the Proposer, to comply with all applicable governmental rules and regulations including, among others, the conflict of interest, lobbying and ethics provision of the City of Miami Beach and Miami Dade County.

**SUBMITTAL REQUIREMENT:** Proposer shall submit firm's Code of Business Ethics. In lieu of submitting Code of Business Ethics, Proposer may submit a statement indicating that it will adopt, as required in the ordinance, the City of Miami Beach Code of Ethics, available at [www.miamibeachfl.gov/procurement/](http://www.miamibeachfl.gov/procurement/).

7. **Living Wage.** Pursuant to Section 2-408 of the Miami Beach City Code, as same may be amended from time to time, Proposers shall be required to pay all employees who provide services pursuant to this Agreement, the hourly living wage rates listed below:
- Commencing with City fiscal year 2012-13 (October 1, 2012), the hourly living rate will be \$11.28/hr with health benefits, and \$12.92/hr without benefits.

The living wage rate and health care benefits rate may, by Resolution of the City Commission be indexed annually for inflation using the Consumer Price Index for all Urban Consumers (CPI-U) Miami/Ft. Lauderdale, issued by the U.S. Department of Labor's Bureau of Labor Statistics. Notwithstanding the preceding, no annual index shall exceed three percent (3%). The City may also, by resolution, elect not to index the living wage rate in any particular year, if it determines it would not be fiscally sound to implement same (in a particular year).

Proposers' failure to comply with this provision shall be deemed a material breach under this proposal, under which the City may, at its sole option, immediately deem said Proposer as non-responsive, and may further subject Proposer to additional penalties and fines, as provided in the City's Living Wage Ordinance, as amended. Further information on the Living Wage requirement is available at [www.miamibeachfl.gov/procurement/](http://www.miamibeachfl.gov/procurement/).

**SUBMITTAL REQUIREMENT:** No additional submittal is required. By virtue of executing this affidavit document, Proposer agrees to the living wage requirement.

8. **Equal Benefits for Employees with Spouses and Employees with Domestic Partners.** When awarding competitively solicited contracts valued at over \$100,000 whose contractors maintain 51 or more full time employees on their payrolls during 20 or more calendar work weeks, the Equal Benefits for Domestic Partners Ordinance 2005-3494 requires certain contractors doing business with the City of Miami Beach, who are awarded a contract pursuant to competitive proposals, to provide "Equal Benefits" to their employees with domestic partners, as they provide to employees with spouses. The Ordinance applies to all employees of a Contractor who work within the City limits of the City of Miami Beach, Florida; and the Contractor's employees located in the United States, but outside of the City of Miami Beach limits, who are directly performing work on the contract within the City of Miami Beach.

- A. Does your company provide or offer access to any benefits to employees with spouses or to spouses of employees?  
☐ YES ☐ NO
- B. Does your company provide or offer access to any benefits to employees with (same or opposite sex) domestic partners\* or to domestic partners of employees?  
☐ YES ☐ NO
- C. Please check all benefits that apply to your answers above and list in the "other" section any additional benefits not already specified. Note: some benefits are provided to employees because they have a spouse or domestic partner, such as bereavement leave; other benefits are provided directly to the spouse or domestic partner, such as medical insurance.

BENEFIT	Firm Provides for Employees with Spouses	Firm Provides for Employees with Domestic Partners	Firm does not Provide Benefit
Health			
Sick Leave			
Family Medical Leave			
Bereavement Leave			

If Proposer cannot offer a benefit to domestic partners because of reasons outside your control, (e.g., there are no insurance providers in your area willing to offer domestic partner coverage) you may be eligible for Reasonable Measures compliance. To comply on this basis, you must agree to pay a cash equivalent and submit a completed Reasonable Measures Application (attached) with all necessary documentation. Your Reasonable Measures Application will be reviewed for consideration by the City Manager, or his designee. Approval is not guaranteed and the City Manager's decision is final. Further information on the Equal Benefits requirement is available at [www.miamibeachfl.gov/procurement/](http://www.miamibeachfl.gov/procurement/).

9. **Public Entity Crimes.** Section 287.133(2)(a), Florida Statutes, as currently enacted or as amended from time to time, states that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a proposal, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. [287.017](#) for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

**SUBMITTAL REQUIREMENT:** No additional submittal is required. By virtue of executing this affidavit document, Proposer agrees with the requirements of Section 287.133, Florida Statutes, and certifies it has not been placed on convicted vendor list.

10. **Non-Discrimination.** Pursuant to City Ordinance No.2016-3990, the City shall not enter into a contract with a business unless the business represents that it does not and will not engage in a boycott as defined in Section 2-375(a) of the City Code, including the blacklisting, divesting from, or otherwise refusing to deal with a person or entity when such action is based on race, color, national origin, religion, sex, intersexuality, gender identity, sexual orientation, marital or familial status, age or disability.

**SUBMITTAL REQUIREMENT:** No additional submittal is required. By virtue of executing this affidavit document, Proposer agrees it is and shall remain in full compliance with Section 2-375 of the City of Miami Beach City Code.

11. **Moratorium on Travel to and the Purchase of Goods or Services from North Carolina and Mississippi.** Pursuant to Resolution 2016-29375, the City of Miami Beach, Florida, prohibits official City travel to the states of North Carolina and Mississippi, as well as the purchase of goods or services sourced in North Carolina and Mississippi. Proposer shall agree that no travel shall occur on behalf of the City to North Carolina or Mississippi, nor shall any product or services it provides to the City be sourced from these states.

**SUBMITTAL REQUIREMENT:** No additional submittal is required. By virtue of executing this affidavit document, Proposer agrees it is and shall remain in full compliance with Resolution 2016-29375.

12. **Fair Chance Requirement.** Beginning on December 1, 2016, the city shall not enter into a contract, resulting from a competitive solicitation issued pursuant to this article, with a business unless the business certifies in writing that the business has adopted and employs written policies, practices, and standards that are consistent with the city's Fair Chance Ordinance, set forth in article V of chapter 62 of this Code.

**SUBMITTAL REQUIREMENT:** No additional submittal is required. By virtue of executing this affidavit document, Proposer agrees it is and shall remain in full compliance with Resolution 2016-29375.

13. **Acknowledgement of Addendum.** After issuance of solicitation, the City may release one or more addendum to the solicitation which may provide additional information to Proposers or alter solicitation requirements. The City will strive to reach every Proposer having received solicitation through the City's e-procurement system, PublicPurchase.com. However, Proposers are solely responsible for assuring they have received any and all addendum issued pursuant to solicitation. This Acknowledgement of Addendum section certifies that the Proposer has received all addendum released by the City pursuant to this solicitation. Failure to obtain and acknowledge receipt of all addendum may result in proposal disqualification.

Initial to Confirm Receipt		Initial to Confirm Receipt		Initial to Confirm Receipt	
	Addendum 1		Addendum 6		Addendum 11
	Addendum 2		Addendum 7		Addendum 12
	Addendum 3		Addendum 8		Addendum 13
	Addendum 4		Addendum 9		Addendum 14
	Addendum 5		Addendum 10		Addendum 15

If additional confirmation of addendum is required, submit under separate cover.

## **DISCLOSURE AND DISCLAIMER SECTION**

The solicitation referenced herein is being furnished to the recipient by the City of Miami Beach (the "City") for the recipient's convenience. Any action taken by the City in response to Proposals made pursuant to this solicitation, or in making any award, or in failing or refusing to make any award pursuant to such Proposals, or in cancelling awards, or in withdrawing or cancelling this solicitation, either before or after issuance of an award, shall be without any liability or obligation on the part of the City.

In its sole discretion, the City may withdraw the solicitation either before or after receiving proposals, may accept or reject proposals, and may accept proposals which deviate from the solicitation, as it deems appropriate and in its best interest. In its sole discretion, the City may determine the qualifications and acceptability of any party or parties submitting Proposals in response to this solicitation.

Following submission of a Bid or Proposal, the applicant agrees to deliver such further details, information and assurances, including financial and disclosure data, relating to the Proposal and the applicant including, without limitation, the applicant's affiliates, officers, directors, shareholders, partners and employees, as requested by the City in its discretion.

The information contained herein is provided solely for the convenience of prospective Proposers. It is the responsibility of the recipient to assure itself that information contained herein is accurate and complete. The City does not provide any assurances as to the accuracy of any information in this solicitation.

Any reliance on these contents, or on any permitted communications with City officials, shall be at the recipient's own risk. Proposers should rely exclusively on their own investigations, interpretations, and analyses. The solicitation is being provided by the City without any warranty or representation, express or implied, as to its content, its accuracy, or its completeness. No warranty or representation is made by the City or its agents that any Proposal conforming to these requirements will be selected for consideration, negotiation, or approval.

The City shall have no obligation or liability with respect to this solicitation, the selection and the award process, or whether any award will be made. Any recipient of this solicitation who responds hereto fully acknowledges all the provisions of this Disclosure and Disclaimer, is totally relying on this Disclosure and Disclaimer, and agrees to be bound by the terms hereof. Any Proposals submitted to the City pursuant to this solicitation are submitted at the sole risk and responsibility of the party submitting such Proposal.

This solicitation is made subject to correction of errors, omissions, or withdrawal from the market without notice. Information is for guidance only, and does not constitute all or any part of an agreement.

The City and all Proposers will be bound only as, if and when a Proposal (or Proposals), as same may be modified, and the applicable definitive agreements pertaining thereto, are approved and executed by the parties, and then only pursuant to the terms of the definitive agreements executed among the parties. Any response to this solicitation may be accepted or rejected by the City for any reason, or for no reason, without any resultant liability to the City.

The City is governed by the Government-in-the-Sunshine Law, and all Proposals and supporting documents shall be subject to disclosure as required by such law. All Proposals shall be submitted in sealed proposal form and shall remain confidential to the extent permitted by Florida Statutes, until the date and time selected for opening the responses. At that time, all documents received by the City shall become public records.

Proposers are expected to make all disclosures and declarations as requested in this solicitation. By submission of a Proposal, the Proposer acknowledges and agrees that the City has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information contained in the Proposal, and authorizes the release to the City of any and all information sought in such inquiry or investigation. Each Proposer certifies that the information contained in the Proposal is true, accurate and complete, to the best of its knowledge, information, and belief.

Notwithstanding the foregoing or anything contained in the solicitation, all Proposers agree that in the event of a final unappealable judgment by a court of competent jurisdiction which imposes on the City any liability arising out of this solicitation, or any response thereto, or any action or inaction by the City with respect thereto, such liability shall be limited to \$10,000.00 as agreed-upon and liquidated damages. The previous sentence, however, shall not be construed to circumvent any of the other provisions of this Disclosure and Disclaimer which imposes no liability on the City.

In the event of any differences in language between this Disclosure and Disclaimer and the balance of the solicitation, it is understood that the provisions of this Disclosure and Disclaimer shall always govern. The solicitation and any disputes arising from the solicitation shall be governed by and construed in accordance with the laws of the State of Florida.

## PROPOSER CERTIFICATION

I hereby certify that: I, as an authorized agent of the Proposer, am submitting the following information as my firm's proposal; Proposer agrees to complete and unconditional acceptance of the terms and conditions of this document, inclusive of this solicitation, all attachments, exhibits and appendices and the contents of any Addenda released hereto, and the Disclosure and Disclaimer Statement; Proposer agrees to be bound to any and all specifications, terms and conditions contained in the solicitation, and any released Addenda and understand that the following are requirements of this solicitation and failure to comply will result in disqualification of proposal submitted; Proposer has not divulged, discussed, or compared the proposal with other Proposers and has not colluded with any other Proposer or party to any other proposal; Proposer acknowledges that all information contained herein is part of the public domain as defined by the State of Florida Sunshine and Public Records Laws; all responses, data and information contained in this proposal, inclusive of the Proposal Certification, Questionnaire and Requirements Affidavit are true and accurate.

Name of Proposer's Authorized Representative:	Title of Proposer's Authorized Representative:
Signature of Proposer's Authorized Representative:	Date:

State of FLORIDA                    )  
   )  
       County of \_\_\_\_\_)       On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, personally  
       of \_\_\_\_\_, a corporation, and that the instrument was signed in behalf of  
       the said corporation by authority of its board of directors and acknowledged said  
       instrument to be its voluntary act and deed. Before me:

\_\_\_\_\_  
 Notary Public for the State of Florida  
 My Commission Expires: \_\_\_\_\_.



# APPENDIX B



MIAMI BEACH

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## “No Bid” Form

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2017-010-JC  
Elevator Maintenance, Repairs, Parts and  
New Equipment

PROCUREMENT DEPARTMENT  
1755 Meridian Ave, 3rd Floor,  
Miami Beach, FL 33139

Note: It is important for those vendors who have received notification of this solicitation but have decided not to respond, to complete and submit the attached "Statement of No Bid." The "Statement of No Bid" provides the City with information on how to improve the solicitation process. Failure to submit a "Statement of No Bid" may result in not being notified of future solicitations by the City.

**Balance of Page Intentionally Left Blank**

## **Statement of No Bid**

**WE HAVE ELECTED NOT TO SUBMIT A PROPOSAL AT THIS TIME FOR REASON(S) CHECKED AND/OR INDICATED BELOW:**

Workload does not allow us to proposal

Insufficient time to respond

Specifications unclear or too restrictive

Unable to meet specifications

Unable to meet service requirements

☐ Unable to meet insurance requirements

Do not offer this product/service

OTHER. (Please specify)

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We do ☐ do not ☐ want to be retained on your mailing list for future proposals of this type product and/or service.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**Legal Company Name:** \_\_\_\_\_

---

Note: Failure to respond, either by submitting a proposal or this completed form, may result in your company being removed from our vendors list.

**PLEASE RETURN TO:**  
**CITY OF MIAMI BEACH**  
**PROCUREMENT DEPARTMENT**  
**ATTN: JASON CROUCH**  
**RFP #2017-010-JC**  
**1755 MERIDIAN AVE, 3<sup>RD</sup> FLOOR**  
**MIAMI BEACH, FL 33139**

# APPENDIX C



MIAMI BEACH

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## Minimum Requirements & Specifications

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2017-010-JC  
Elevator Maintenance, Repairs, Parts and  
New Equipment

PROCUREMENT DEPARTMENT  
1755 Meridian Ave, 3rd Floor,  
Miami Beach, FL 33139

**C1. MINIMUM ELIGIBILITY REQUIREMENTS.** The Minimum Eligibility Requirements for this solicitation are listed below. Proposer shall submit, with its Proposal, the required submittal(s) documenting compliance with each minimum requirement. Proposers that fail to include the required submittals with its proposal or fail to comply with minimum requirements shall be deemed non-responsive and shall not have its proposal considered.

1. Proposer (defined as the Firm) shall have a minimum of five (5) continuous years of experience providing maintenance and repair services of elevators to, at a minimum, three (3) commercial or public entities with at least ten (10) elevators in each client's fleet.

**Required Submittals: Provide client references documenting the required experience, to include the following information: 1) Client's Name and Duration of Contract(s); 2) Client Contact Individual Name & Title, 3) Address, 4) Telephone, 5) Contact's Email, and 6) Fleet Size and Narrative on Scope of Services Provided.**

2. Proposer shall have, at the time proposals are due, a current Registered Elevator Company License from the State of Florida, Department of Business & Professional Regulation.

**Required Submittals: Provide a copy of firm's Registered Elevator Company License from the State of Florida, Department of Business & Professional Regulation.**

**C2. STATEMENT OF WORK.** The City is seeking proposals from qualified elevator maintenance firms to provide the Property Management Division 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, 2) North, 3) South, and 4) RDA; and/or participate in Group 5), a pool of prequalified elevator contractors for non-routine engagements that may include (but not be limited to) major refurbishments and modernizations, and installation of new equipment. All work shall be completed in full accordance with Section 399, Florida Statutes, as well as Florida Administrative Code 61C-5, Florida Building Code, NFPA 70 National Electrical Code, NFPA 72 National Fire Alarm Code and ASME A17.1 Safety Code for Elevators and Escalators.

**C3. REQUIREMENTS FOR GROUPS 1-4 (ROUTINE MAINTENANCE AND REPAIRS).** The elevator contractor(s) shall provide monthly and quarterly 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.

**C3.1 Requirements for Monthly Routine Maintenance.**

Contractor(s) shall perform all monthly inspections and maintenance in accordance with the elevator manufacturer's recommendations, and per Florida Statutes, Florida Administrative Code 61C-5, Florida Building Code, NFPA 70 National Electrical Code,

NFPA 72 National Fire Alarm Code, and ASME A17.1 Safety Code for Elevators and Escalators.

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 not limited to, the following:**

- 1) Ride 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, gibbs, 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 gibbs 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) Controller and selector is in good mechanical condition, fuses proper rating and type, all connections 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, electrical connections are tight.
- 19) Replace signal fixture light bulbs. The elevator contractor(s) will be responsible for the replacement of fixture screws with proper, matching hex head or vandal type stainless steel screws on all signal fixture devices.
- 20) Check condition of door operator, belts, chains, cams, wire connections, and all covers in place.
- 21) Check safety mechanisms, free of rust, dirt, lubricated, proper safety jaw clearance
- 22) Hydraulic elevators also require examine 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.

### **C3.2 Requirements for Quarterly Routine Maintenance.**

Contractor(s) shall perform all quarterly inspections and maintenance in accordance with the elevator manufacturer's recommendations, and per Florida Statutes, Florida Administrative Code 61C-5, Florida Building Code, NFPA 70 National Electrical Code, NFPA 72 National Fire Alarm Code, and ASME A17.1 Safety Code for Elevators and Escalators.

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 not limited to, the following:**

- 1) Inspect rope shackles, car and counter weight guides, frame and hoistway sheaves.
- 2) Inspect, rotate and equalize hoist cables, lubricate as needed, inspect shackles.
- 3) Check and adjust break.
- 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 condition of both hoist ropes, counter weight 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) Elevator contractor(s) shall lubricate equipment at intervals recommended by equipment Manufacturer, or as dictated by use of equipment.
- 14) Elevator contractor(s) shall paint equipment at intervals frequently 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, 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.



### **C3.3 Requirements for Repairs.**

The elevator contractor(s) must be able to provide all maintenance parts for the elevators within 48 hours. Other parts, considered major replacement parts, must be available within normal industry standard lead-time. 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 written approval of the City. This does not include renewal parts stocked on the job by elevator contractor(s), which shall remain elevator contractor's sole property until installed on the equipment.
- 4) Shutdowns for emergency minor 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.

### **C3.4 Service Hours and Service Calls.**

#### **Regular Hours of Service:**

Unless otherwise noted under this RFP, regular hours of service shall be performed between the hours of 8:00 a.m. and 5:00 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 overtime 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, excluding callbacks resulting from conditions beyond control of contractor(s)) at no additional cost under the following conditions:

1. Passenger entrapments; emergency calls, at any hour, for stranded elevators carrying passengers shall be responded to immediately but not more than ONE (1) HOUR from time of call to contractor(s).
2. The elevator contractor(s) is responsible to respond to all emergency communications initiated from the elevator in-car communication instrument, 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 have the ability to initiate emergency

calls to each elevator as may be 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.

To assure that the City of Miami Beach receives the quality and response necessary to insure 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 liquidated damages. These liquidated damages may be deducted from the monthly contract amount due, up to and including the full 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.

**C3.5 Services Checklist.**

A Services Checklist is part of the requirement of this agreement, and shall be provided by the contractor(s) to the City, and indicates items to be observed, cleaned, lubricated, adjusted and repaired, including but not limited to, the frequency of each activity (i.e.: monthly, quarterly, semi-annually, annually, etc.) 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 Call back Log, or a Call back 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 time of 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 Property Management Director, or designee.
- 5) Data shall be accessible by 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.

#### **C4. STATEMENT OF WORK FOR GROUP 5 (POOL OF PREQUALIFIED CONTRACTOR(S): MODERNIZATION, NEW CONSTRUCTION, REPLACEMENT, REFURBISHMENT PROJECTS)**

This section, as applied to this RFP, refers to improvement of the overall operation of the equipment, new construction, modernization, replacement and refurbishment project(s), on an as-needed basis. This may include a full modernization which could include the replacement of the controller, machine, drive system, doors, cabs, car frame, and related critical equipment. A minor modernization may include only the replacement of the door operator, a door, a door re-opening device, a cab or cabs. Additionally, it is the intent of the City seeks to establish a pool of qualified elevator contractor(s) from which all future modernization overhaul projects may be solicited, pursuant to Group 5 of Appendix E, Cost Proposal Form.

#### **C5. SERVICES DOCUMENTATION AND RECORDS**

##### **C5.1 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 responsible City of Miami Beach employee at the time the work is performed, and a copy of this service receipt or time ticket shall be given to the responsible City of Miami Beach employee signing the document at the time of signing, for site records. Firms using electronic media for company internal storage and transmittal of time shall provide a hard copy of the time ticket to the City Project Manager or designee at the completion of each day or service performed, as applicable. In the event the mechanic cannot get the signature of a responsible City of Miami Beach employee to give credit for the extra time expended in an emergency call response and/or repairs, they will leave a copy of the service receipt in the machine room and/or complete log book provided by the City of Miami Beach, and so advise the City within 24 hours.

### **C5.2 Survey Reports.**

The contractor(s) shall perform a complete survey of the equipment annually to insure compliance with the contract and determine the condition of equipment. The contractor(s) shall submit above annual supervisor's inspection report, to the City Project Manager, due at the completion of each month for those surveys completed in the prior month, during the contract year. The inspection/survey report must be performed and signed by the contractor's maintenance supervisor

### **C5.3 Monthly Logs.**

The contractor(s) shall provide the Property Management Director, or designee, with a monthly log of all callbacks, repairs and minor adjustments made, 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 correcting the problem. For Hydraulic elevators, the log book shall also be used to record all oil usage for each elevator. The record shall reflect all items required by code to be recorded, 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.

### **C5.4 Maintenance Records.**

Maintenance records shall document compliance with ASME A17.1 Safety Code for Elevators and Escalators, including the Applicable State of Florida amendments, onsite and shall include records on the following activities. The records shall be kept in the elevator machine room and shall always be readily available to the the City and/or building administrator and elevator personnel; Description of maintenance tasks performed, and dates the tasks were performed; Descriptions and dates of examinations, tests, adjustments, repairs, and replacements; Descriptions and dates of call backs (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 on Maintenance of Firefighters' Service Monthly.

### **C5.5 Time/Work Tickets.**

Regardless of the reason for the visit to the building, the elevator contractor(s) will leave an appropriate and legible time ticket indicating the type of work performed and the amount of time expended.

## **C6. CONTRACTOR'S PERSONNEL**

### **C6.1 Employees.**

Elevator contractor(s) shall have in its employ at all times a sufficient number of capable employees to properly, safely, promptly and adequately provide all services. No employees without a valid State of Florida Elevator Certificate of Competency shall be allowed to work on any City elevators at any City locations unless directly supervised by a licensed elevator mechanic within direct line of sight and natural voice communication at all times. Elevator contractor(s) shall submit a copy of this Certificate to the City prior to award. No employees without a valid Elevator Certified Elevator Technician (FL CC or CET) shall be allowed to

work on City elevators unless directly supervised by a licensed elevator mechanic within line of sight at all times. Elevator contractor(s) shall have sole responsibility for means, methods, techniques, procedures, safety precautions or employment practices in connection with elevator contractor's performance of services. A minimum of one (1) registered graduate electrical engineer and one (1) registered graduate mechanical engineer, each with at least three (3) years elevator experience, must be maintained as full-time employees of the company to assist in the solution of electrical and mechanical problems and to advise on matters pertaining to safety.

#### **C6.2 Supervision.**

Elevator contractor(s) shall be responsible for the supervision and execution of services by its employees. Each supervisor shall possess a Certified Elevator Technician (CET) or Certified Elevator Inspector (CEI) before performing work under the contract and shall renew it continuously. Elevator contractor(s) shall inform the City of name of each supervisor responsible for services and supervisor. Supervisor shall notify the City of site inspection and provide the City with written confirmation of findings. A minimum semi-annual inspection of site conditions shall be conducted by a designated supervisor of elevator contractor(s) to ensure that all services hereunder are properly performed including written records of conditions.

# APPENDIX D



MIAMI BEACH

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## Special Conditions

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2017-010-JC  
Elevator Maintenance, Repairs, Parts and  
New Equipment

PROCUREMENT DEPARTMENT  
1755 Meridian Ave, 3rd Floor,  
Miami Beach, FL 33139

**1. TERM OF CONTRACT.** Three (3) years.

**2. OPTIONS TO RENEW.** Option to renew is at the discretion of the City for two (2) additional one (1) year periods.

**3. PRICES.** Not Applicable.

**4. EXAMINATION OF FACILITIES.** Not Applicable.

**5. INDEMNIFICATION.** The successful proposer will be required to Hold the City of Miami Beach Harmless, provide indemnification and defend the City of Miami Beach for any causes of action or lawsuits (which shall include payment of all monetary costs associated with the Litigation) that may be filed, and such indemnification, hold harmless and defense will be applicable as to any direct or indirect causes of action or lawsuit stemming from the red-light camera program.

Further, the Provider shall indemnify and hold harmless the City and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the City or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Provider or its employees, agents, servants, partners principals or subcontractors. Provider shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the City, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Provider expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Provider shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City or its officers, employees, agents and instrumentalities as herein provided.

**6. PERFORMANCE BOND.** Not Applicable.

**7. REQUIRED CERTIFICATIONS.** Not Applicable.

**8. SHIPPING TERMS.** Not Applicable.

**9. DELIVERY REQUIREMENTS.** Not Applicable.

**10. WARRANTY REQUIREMENTS.** Not Applicable.

**11. BACKGROUND CHECKS.** Not Applicable.

**12. COMPETITIVE SPECIFICATIONS.** It is the goal of the City to maximize competition for the project among suppliers & contractors. Vendor shall endeavor to prepare all documents, plans & specifications that are in accordance with this goal. Under no condition shall Consultant include means & methods or product specifications that are considered "sole source" or restricted without prior written approval of the City.

**13. ADDITIONAL TERMS OR CONDITIONS.** This RFP, including the attached Sample Contract, contains all the terms and conditions applicable to any service being provided to the City resulting from award of contract. By virtue of submitting a proposal, consultant agrees not to require additional terms



and conditions at the time services are requested, either through a separate agreement, work order, letter of engagement or purchase order.

**14. CHANGE OF PROJECT MANAGER.** A change in the Vendor's project manager (as well as any replacement) shall be subject to the prior written approval of the City Manager or his designee (who in this case shall be an Assistant City Manager). Replacement (including reassignment) of an approved project manager or public information officer shall not be made without submitting a resume for the replacement staff person and receiving prior written approval of the City Manager or his designee (i.e. the City project manager).

**15. SUB-CONSULTANTS.** The Vendor shall not retain, add, or replace any sub-consultant without the prior written approval of the City Manager, in response to a written request from the Consultant stating the reasons for any proposed substitution. Any approval of a sub-consultant by the City Manager shall not in any way shift the responsibility for the quality and acceptability by the City of the services performed by the sub-consultant from the Consultant to the City. The quality of services and acceptability to the City of the services performed by sub-consultants shall be the sole responsibility of Consultant.

**16. NEGOTIATIONS.** Upon approval of selection by the City Commission, negotiations between the City and the selected Proposer (s) will take place to arrive at a mutually acceptable Agreement, including final scope of services, deliverables and cost of services.

**17. ADDITIONAL LOCATIONS.** The Vendor(s) shall be responsible for providing monthly, quarterly, and annual maintenance and repair services to all future 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.

# APPENDIX E



MIAMI BEACH

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## Cost Proposal Form

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2017-010-JC  
Elevator Maintenance, Repairs, Parts and  
New Equipment

PROCUREMENT DEPARTMENT  
1755 Meridian Ave, 3rd Floor,  
Miami Beach, FL 33139

## APPENDIX E COST PROPOSAL FORM

**Failure to submit Cost Proposal Form, in its entirety and fully executed, 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 represents 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 shall be completed mechanically or, if manually, in ink. **Cost Proposal Form completed in pencil shall be deemed non-responsive.** All corrections on the Cost Proposal Form shall be initialed.

GROUP 1: PARKING GARAGES						
Scheduled Maintenance						
Line	Location	Model	Quantity	U/M	Cost per U/M	Annual Cost
1	1755 Meridian Ave	EL TR Geared-TKE	12	Month	\$	\$
2	1755 Meridian Ave	EL TR Geared-TKE	12	Month	\$	\$
3	1755 Meridian Ave	EL TR Geared-TKE	12	Month	\$	\$
4	1755 Meridian Ave	EL TR Geared-TKE	12	Month	\$	\$
5	1755 Meridian Ave	EL TR Geared-TKE	12	Month	\$	\$
6	42 <sup>nd</sup> Street Garage	MCE VVMC-1000 PTC-SCR	12	Month	\$	\$
7	42 <sup>nd</sup> Street Garage	MCE VVMC-1000 PTC-SCR	12	Month	\$	\$
8	7th Street Garage	Dover-EL TR Geared-TIV-VVVF	12	Month	\$	\$
9	7th Street Garage	Dover-EL TR Geared-TIV-VVVF	12	Month	\$	\$
10	7th Street Garage	Dover-EL TR Geared-TIV-VVVF	12	Month	\$	\$
11	Anchor Place Garage	TKE TAC 20	12	Month	\$	\$
12	Anchor Place Garage	TKE TAC 20	12	Month	\$	\$
13	Penn Garage, 1661 Pennsylvania Ave	Kone Ecospace	12	Month	\$	\$
14	Penn Garage, 1661 Pennsylvania Ave	Kone Ecospace	12	Month	\$	\$
15	Penn Garage, 1661 Pennsylvania Ave	Kone Ecospace	12	Month	\$	\$
16	Penn Garage, 1661 Pennsylvania Ave	Kone Ecospace	12	Month	\$	\$
17	13th Street Parking Garage	Conventional-Hydro- Otis-Submersible- elevator controls H800	12	Month	\$	\$
18	13th Street Parking Garage	Conventional-Hydro- Otis-Submersible- elevator controls H800	12	Month	\$	\$
19	17 <sup>th</sup> Street Garage, 640 17 <sup>th</sup> Street	TKE US-EL Hydraulic-TAC22- Conventional	12	Month	\$	\$
20	17 <sup>th</sup> Street Garage, 640 17 <sup>th</sup> Street	TKE US-EL Hydraulic-TAC22- Conventional	12	Month	\$	\$

21	17 <sup>th</sup> Street Garage, 640 17 <sup>th</sup> Street	TKE US-EL Hydraulic-TAC22-Conventional	12	Month	\$	\$
22	17 <sup>th</sup> Street Garage, 640 17 <sup>th</sup> Street	TKE US-EL Hydraulic-TAC22-Conventional	12	Month	\$	\$
23	17 <sup>th</sup> Street Garage, 640 17 <sup>th</sup> Street	TKE US-EL Hydraulic-TAC22-Conventional	12	Month	\$	\$
24	Sunset Harbor Garage	EL Hydraulic-TKE	12	Month	\$	\$
25	Sunset Harbor Garage	EL Hydraulic-TKE	12	Month	\$	\$
26	12th St Garage	Elevator Controls	12	Month	\$	\$
Repairs Not Covered By Maintenance			Annual Est. Hours	U/M	Cost per U/M	Annual Cost
27	Hourly Labor Rate (Regular)		75	Hours	\$	\$
28	Hourly Labor Rate (Overtime)		15	Hours	\$	\$
			Annual Est. Cost	U/M	% Mark-up	Annual Cost
29	Cost of Materials		\$3,000	N/A	%	\$
ANNUAL TOTAL GROUP 1 (Lines 1-29)						\$
GROUP 2: NORTH						
Scheduled Maintenance						
Line	Location	Model	Quantity	U/M	Cost per U/M	Annual Cost
30	Fire Station #2	TKE-TAC20-Dry-Hydro	12	Month	\$	\$
31	North Beach Senior Center	EL Hydraulic-TKE-TAC20.03-Submersible	12	Month	\$	\$
32	North Shore Park & Youth Center	Otis-EL Hydraulic-211 -AAA2124111	12	Month	\$	\$
33	Scott Rakow Youth Center	El Hydro Twin Post-Schindler-330a	12	Month	\$	\$
34	1833 Bay Road Property Management	Schindler 330 A	12	Month	\$	\$
35	North Shore Band Shell	Chair	4	Quarterly	\$	\$
Repairs Not Covered By Maintenance			Annual Est. Hours	U/M	Cost per U/M	Annual Cost
36	Hourly Labor Rate (Regular)		75	Hours	\$	\$
37	Hourly Labor Rate (Overtime)		15	Hours	\$	\$
			Annual Est. Cost	U/M	% Mark-up	Annual Cost
38	Cost of Materials		\$3,000	N/A	%	\$
ANNUAL TOTAL GROUP 2 (Lines 30-38)						\$
GROUP 3: SOUTH						
Scheduled Maintenance						
Line	Location	Model	Quantity	U/M	Cost per U/M	Annual Cost
39	Gazit Meridian	Motion Control	12	Month	\$	\$
40	Gazit Meridian	Motion Control	12	Month	\$	\$

41	Historic City Hall	Motion Control	12	Month	\$	\$
42	Historic City Hall	Motion Control	12	Month	\$	\$
43	Miami Beach City Hall	Motion Control	12	Month	\$	\$
44	South Shore Community Center	EL Hydro-Dry	12	Month	\$	\$
45	Miami Beach Police Headquarters	EL Hydraulic-Motion Control-HMC 200-Submersible	12	Month	\$	\$
46	Miami Beach Police Headquarters	EL Hydraulic-Motion Control-HMC 200-Submersible	12	Month	\$	\$
47	Miami Beach Police Headquarters	EL Hydraulic-Motion Control-HMC 200-	12	Month	\$	\$
48	Police Athletic League	EL Hydro Twin Post-Motion Control-HMC 1000 PHC-Submer	4	Quarterly	\$	\$
49	10th St Auditorium	Conventional-Hydro-TAC20-Submersible-Dover	4	Quarterly	\$	\$
Repairs Not Covered By Maintenance			Annual Est. Hours	U/M	Cost per U/M	Annual Cost
50	Hourly Labor Rate (Regular)		75	Hours	\$	\$
51	Hourly Labor Rate (Overtime)		15	Hours	\$	\$
			Annual Est. Cost	U/M	% Mark-up	Annual Cost
52	Cost of Materials		\$3,000	N/A	%	\$
ANNUAL TOTAL GROUP 3 (Lines 39-52)						\$
GROUP 4: RDA						
Scheduled Maintenance						
Line	Location	Model	Quantity	U/M	Cost per U/M	Annual Cost
53	Bass Art Museum	MCE-HMC 1000 PHC-Imperial-Dry (UV 5A)	12	Month	\$	\$
54	Bass Art Museum	MCE-HMC 1000 PHC-Imperial-Dry (UV 5A)	12	Month	\$	\$
55	2100 Collins Ave	Otis-EL Hydraulic-211 -AAA2124111	12	Month	\$	\$
56	2100 Collins Ave	El Hydro Twin Post-Schindler-330a	12	Month	\$	\$
Repairs Not Covered By Maintenance			Annual Est. Hours	U/M	Cost per U/M	Annual Cost
57	Hourly Labor Rate (Regular)		75	Hours	\$	\$
58	Hourly Labor Rate (Overtime)		15	Hours	\$	\$
			Annual Est. Cost	U/M	% Mark-up	Annual Cost
59	Cost of Materials		\$3,000	N/A	%	\$
ANNUAL TOTAL GROUP 4 (Lines 53-59)						\$

**GROUP 5: Additional Services: Pool of Prequalified Contractors for Modernization Projects, New Construction, and Refurbishments**

	YES	NO
Does firm wish to participate in a pool of prequalified contractors for future modernization, new construction, refurbishment and additional projects, on an as-needed basis?		

**Proposer's Affirmation**

Company:
Authorized Representative:
Address:
Telephone:
Email:
Authorized Representative's Signature:

# APPENDIX F



MIAMI BEACH

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## Insurance Requirements

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2017-010-JC  
Elevator Maintenance, Repairs, Parts and  
New Equipment

PROCUREMENT DEPARTMENT  
1755 Meridian Ave, 3rd Floor,  
Miami Beach, FL 33139



## INSURANCE REQUIREMENTS

This document sets forth the minimum levels of insurance that the contractor is required to maintain throughout the term of the contract and any renewal periods.

- XXX 1. Workers' Compensation and Employer's Liability per the Statutory limits of the state of Florida.
- XXX 2. Comprehensive General Liability (occurrence form), limits of liability \$ 1,000,000.00 per occurrence for bodily injury property damage to include Premises/ Operations; Products, Completed Operations and Contractual Liability. **Contractual Liability** and Contractual Indemnity (Hold harmless endorsement exactly as written in "insurance requirements" of specifications).
- XXX 3. Automobile Liability - \$1,000,000 each occurrence - owned/non-owned/hired automobiles included.
- \_\_\_ 4. Excess Liability - \$\_\_\_\_\_.00 per occurrence to follow the primary coverages.
- XXX 5. The City must be named as and additional insured on the liability policies; and it **must** be stated on the certificate.
- \_\_\_ 6. Other Insurance as indicated:
- |                                   |           |
|-----------------------------------|-----------|
| ___ Builders Risk completed value | \$_____00 |
| ___ Liquor Liability              | \$_____00 |
| ___ Fire Legal Liability          | \$_____00 |
| ___ Protection and Indemnity      | \$_____00 |
| ___ Employee Dishonesty Bond      | \$_____00 |
| ___ Other                         | \$_____00 |
- XXX 7. Thirty (30) days written cancellation notice required.
- XXX 8. Best's guide rating B+:VI or better, latest edition.
- XXX 9. The certificate must state the proposal number and title

**The City of Miami Beach is self-insured. Any and all claim payments made from self-insurance are subject to the limits and provisions of Florida Statute 768.28, the Florida Constitution, and any other applicable Statutes.**



# APPENDIX G



MIAMI BEACH

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## Elevator Inventory

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2017-010-JC  
Elevator Maintenance, Repairs, Parts and New  
Equipment

PROCUREMENT DEPARTMENT  
1755 Meridian Ave, 3rd Floor,  
Miami Beach, FL 33139

Zone 1	Location	Type of elevator	Unit Serial #	Model	Qty	Maintenance Interval
Parking	1755 MERIDIAN PARKING GARAGE	Traction elevators	US2679 96	EL TR Geared-TKE	1	Monthly
Parking	1755 MERIDIAN PARKING GARAGE	Traction elevators	US2679 96	EL TR Geared-TKE	1	Monthly
Parking	1755 MERIDIAN PARKING GARAGE	Traction elevators	US2679 96	EL TR Geared-TKE	1	Monthly
Parking	1755 MERIDIAN PARKING GARAGE	Traction elevators	US2679 96	EL TR Geared-TKE	1	Monthly
Parking	1755 MERIDIAN PARKING GARAGE	Traction elevators	US2679 96	EL TR Geared-TKE	1	Monthly
Parking	42ND ST PARKING GARAGE	Traction elevators	US3115 70	MCE VVMC-1000 PTC-SCR	1	Monthly
Parking	42ND ST PARKING GARAGE	Traction elevators	US3115 70	MCE VVMC-1000 PTC-SCR	1	Monthly
Parking	7TH STREET PARKING GARAGE	Traction elevators	US3115 81	Dover-EL TR Geared-TIV-VVVF	1	Monthly
Parking	7TH STREET PARKING GARAGE	Traction elevators	US3115 81	Dover-EL TR Geared-TIV-VVVF	1	Monthly
Parking	7TH STREET PARKING GARAGE	Traction elevators	US3115 81	Dover-EL TR Geared-TIV-VVVF	1	Monthly
Parking	ANCHOR PLACE PARKING GARAGE	Traction elevators	US2151 80	TKE TAC 20	1	Monthly
Parking	ANCHOR PLACE PARKING GARAGE	Traction elevators	US2151 80	TKE TAC 20	1	Monthly
Parking	PENNSYLVANIA PARKING GARAGE	Traction elevators	US3115 76	KONE ECOSPACE	1	Monthly
Parking	PENNSYLVANIA PARKING GARAGE	Traction elevators	US3115 76	KONE ECOSPACE	1	Monthly
Parking	PENNSYLVANIA PARKING GARAGE	Traction elevators	US3115 76	KONE ECOSPACE	1	Monthly
Parking	PENNSYLVANIA PARKING GARAGE	Traction elevators	US3115 76	KONE ECOSPACE	1	Monthly
Parking	13TH STREET PARKING GARAGE	Hydraulic elevators	US3115 74	Conventional-Hydro-Otis-Submersible-elevator controls H800	1	Monthly
Parking	13TH STREET PARKING GARAGE	Hydraulic elevators	US3115 74	Conventional-Hydro-Otis-Submersible-elevator controls H800	1	Monthly
Parking	LINCOLN LANE / 17TH ST PARKING GARAGE	Hydraulic elevators	US1971 72	TKE US-EL Hydraulic-TAC22-Conventional	1	Monthly
Parking	LINCOLN LANE / 17TH ST PARKING GARAGE	Hydraulic elevators	US1971 72	TKE US-EL Hydraulic-TAC22-Conventional	1	Monthly
Parking	LINCOLN LANE / 17TH ST PARKING GARAGE	Hydraulic elevators	US1971 72	TKE US-EL Hydraulic-TAC22-Conventional	1	Monthly
Parking	LINCOLN LANE / 17TH ST PARKING GARAGE	Hydraulic elevators	US1971 72	TKE US-EL Hydraulic-TAC22-Conventional	1	Monthly
Parking	LINCOLN LANE / 17TH ST PARKING GARAGE	Hydraulic elevators	US1971 72	TKE US-EL Hydraulic-TAC22-Conventional	1	Monthly
Parking	SUNSET HARBOR GARAGE	Hydraulic elevators	US2664 21	EL Hydraulic-TKE	1	Monthly
Parking	SUNSET HARBOR GARAGE	Hydraulic elevators	US2664 21	EL Hydraulic-TKE	1	Monthly
Parking	12TH ST GARAGE	Hydraulic elevator	US1947 73	ELEVATOR CONTROLS	1	Monthly

Zone 2	Location	Type of elevator	Unit Serial #	Model	Qty	Maintenance Interval
North	FIRE STATION #2	Traction elevator	US3115 84	TKE-TAC20-Dry-Hydro	1	Monthly
North	NORTH BEACH SENIOR CENTER	Hydraulic elevator	US1967 33	EL Hydraulic-TKE-TAC20.03-Submersible	1	Monthly
North	NORTH SHORE PARK & YOUTH CENTER	Hydraulic elevator	US3117 63	Otis-EL Hydraulic-211 -AAA2124111	1	Monthly
North	SCOTT RAKOW YOUTH CENTER	Hydraulic elevator	US3117 46	EL Hydro Twin Post-Schindler-330A	1	Monthly
North	1833 BAY ROAD PROPERTY MANAGEMENT	Hydraulic elevator		SCHINDLER 330 A	1	Monthly
North	NORTH SHORE BAND SHELL	Vertical Platform Lift	US3117 48	Chair	1	Quarterly (4x/year)
Zone 3	Location	Type of elevator	Unit Serial #	Model	Qty	Maintenance Interval
South	GAZIT MERIDIAN INC	Traction elevators	US3115 87	MOTION CONTROL	1	Monthly
South	GAZIT MERIDIAN INC	Traction elevators		MOTION CONTROL	1	Monthly
South	HISTORIC CITY HALL	Traction elevators	US3119 21	MOTION CONTROL	1	Monthly
South	HISTORIC CITY HALL	Traction elevators		MOTION CONTROL	1	Monthly
South	MIAMI BEACH CITY HALL	Traction elevator	US3115 90	MOTION CONTROL	1	Monthly
South	SOUTH SHORE COMMUNITY CENTER	Hydraulic elevator	US3117 47	EL Hydro-Dry	1	Monthly
South	MIAMI BEACH POLICE HEADQUARTERS	Hydraulic elevators	US3117 29	EL Hydraulic-Motion Control-HMC 200-Submersible	1	Monthly
South	MIAMI BEACH POLICE HEADQUARTERS	Hydraulic elevators	US3117 29	EL Hydraulic-Motion Control-HMC 200-Submersible	1	Monthly
South	MIAMI BEACH POLICE HEADQUARTERS	Hydraulic elevators	US3117 29	EL Hydraulic-Motion Control-HMC 200-Submersible	1	Monthly
South	POLICE ATHLETIC LEAGUE	Hydraulic elevator	US3117 45	EL Hydro Twin Post-Motion Control-HMC 1000 PHC-Submersible	1	Quarterly (4x/year)
South	10TH ST AUDITORIUM	Hydraulic elevators	US1971 71	Conventional-Hydro-TAC20-Submersible-Dover	1	Quarterly (4x/year)
Zone 4	Location	Type of elevator	Unit Serial #	Model	Qty	Maintenance Interval
RDA	BASS ART MUSEUM	Hydraulic elevators	US1960 38	MCE-HMC 1000 PHC-Imperial-Dry (UV 5A)	1	Monthly
RDA	BASS ART MUSEUM	Hydraulic elevators	US1960 38	MCE-HMC 1000 PHC-Imperial-Dry (UV 5A)	1	Monthly
RDA	2100 COLLINS AVE	Hydraulic elevators	US1960 39	Dover-Hydraulic-LMH-Magnatek (I-3)	1	Monthly
RDA	2100 COLLINS AVE	Hydraulic elevators		MCE-HMC 1000 PHC-Imperial-Dry (UV 5A)	1	Monthly