



**REVISED REQUEST FOR PROPOSALS
For
MASTER MAINTENANCE AGREEMENT**

November 2, 2023

For

**Elevator Maintenance and Repair
Washington State University**

By

Facilities Services, Capital

Proposal Deadline: November 20, 2023, 3:00 pm

TABLE OF CONTENTS**REQUEST FOR PROPOSALS**

- I. Introduction
 - Point of Contact
 - Selection Committee
 - About WSU Facilities Services
 - Selection Schedule
 - Site Visits
- II. Scope of Work
 - Description
 - Requirements
 - Prevailing Wage
- III. Proposal Requirements and Criteria
 - Proposal Certification
 - Bid Bond
 - Payment & Performance Bond
 - Responsible Proposer
 - Proposal Submittal
 - Proposal Evaluation
 - Proposal Submission and Deadline
 - Selection of RFP Shortlist
 - Protest Procedures
- IV. Supplemental Information
 - Contract Form
 - MWBE
 - Public Disclosure

APPENDICES

- 1. Elevators List
- 2. Cost Proposal Form
- 3. Sample Form of Agreement
- 4. Onsite Work Terms and Conditions
- 5. Prevailing Wage Rates

I. INTRODUCTION

Washington State University (WSU), Facilities Services is advertising to retain a contractor to provide Elevator Maintenance and Repair for the Pullman, Spokane, Tri-Cities, and Puyallup campuses.

Point of Contact

To be considered, all Proposals should be submitted via email in PDF format electronic file to Point of Contact:

Jason Harper, Facilities Construction Manager
Department of Facilities Services, Capital
contracts@wsu.edu; jaharper@wsu.edu
Phone 509-335-8299

During preparation of the proposal submittal, all communications with WSU regarding the submittal request shall be made with Jason Harper, Facilities Construction Manager, 509-335-8299, jaharper@wsu.edu. Firms are cautioned that this is the only person that shall be contacted throughout the procurement process. Any contact with other individuals, including the Selection Committee and their organizations may result in the Firm's Proposal being declared non-responsive and not eligible for further consideration.

All questions shall be received by e-mail and shall be received no later than seven calendar days prior to the submittal deadline to be included in an addendum posted to the website.

Selection Committee

The Selection Committee for the RFP may consist of representatives from Washington State University, Faculty, Staff, the Department of Facilities Services, Technical Consultants, outside Industry Partners, Community Members or other applicable user groups. At this time WSU has assembled the following individuals to serve on the selection committee to evaluate proposals. No contact with selection committee members other than the Point of Contact is permitted. Owner reserves the right to add or remove representatives at any time without notice.

Voting Participants

Jason Harper, Lead Construction Manager, Facilities Services

Jason came to WSU in 2008 after 18 years in the mechanical and plumbing field, currently he is the Lead Construction Manager for Facilities Services. Jason acts as the program manager for the Elevator contract.

Ryan Gehring, Director of Trades and Shops Services, Facilities Services

Serves as the Director for Maintenance and Operations, and has worked within Facilities Services in a variety capacities for the past 18 years. Ryan attended a 5 year apprenticeship program with the International Brotherhood of Electrical Workers (IBEW) where he achieved a Journey level electrician status. Currently holding a Master Electrical, and Contractor license in the State of Washington. Certified with National Institute for Certification in Engineering (NICET) level 2 in Fire Alarm and Fire Sprinkler system testing and installation.

Kellie Jones, Facility Services Coordinator

Kellie has been with Facilities Services for 15 years in several different capacities, the most current of which is Facility Services Coordinator. In this role she provides administrative management of the Facilities Services elevator program, including scheduling testing, repairs and

modifications. She is the primary point of contact for the Elevator Contractor throughout the life of the contract.

Aaron Cunningham, Director, Student Affair Facilities and Operations

Responsible for elevators that are part of Housing and Residence Life, Auxiliary Facilities Services.

About WSU Facilities Services

Facilities Services is a service organization that plans, designs, constructs, operates, and maintains the physical facilities and environments of the University at its Pullman, Vancouver, Tri-Cities, Everett, and Spokane campus locations, as well as research stations throughout the state. With a dedicated staff of over 400 individuals, they also operate, maintain, and improve the Pullman Campus's buildings, grounds, utilities, and related services.

The integration of the people maintaining and constructing the University's facilities is at the heart of Facilities Services. The whole of facilities strives for responsible stewardship, and future focused design and construction.

Selection Schedule

1. Request for Proposals Advertised	November 2, 2023
2. Last Day for Questions/Clarifications	November 13, 2023
3. Proposal Submittal deadline	November 20, 2023, 3:00 pm
4. Notify finalists	November 22, 2023
5. Interview finalists	November 28-30, 2023
6. Final Selection Notification	December 5, 2023
7. Anticipated Notice to Proceed	December 31, 2023

Site Visits

The University does not expect that proposers will need to physically inspect all elevators and property. If proposers need to perform any sort of site visit, they should contact the Point of Contact for this RFP.

II. SCOPE OF WORK

Description

Washington State University has an extensive collection of elevators across the WSU System. The work of this contract focuses on the Pullman, Spokane, Tri-Cities and Puyallup campus locations.

Contractor shall perform equipment testing, maintenance, and repairs under a annual Maintenance Order under the Master Contract and shall furnish all materials, labor and comply with all requirements of current equipment codes for the designated elevator or escalator equipment (Equipment). Such work shall include:

Preventative Maintenance. Contractor shall perform maintenance services on the Equipment to prevent malfunctions or shutdowns due to normal wear and tear, to provide for safe operating Equipment and to prolong the life of all Equipment. Contractor shall clean, lubricate, and adjust applicable components at regular intervals and repair or replace all worn or defective components where necessary to maintain the Installation in compliance with the requirements of

ASME A17.1/CSA 844 Section 8.6, The frequency of Preventative Maintenance tasks shall be as stated in the Owner's Maintenance Control Plan (hereafter "MCP") and Owner's ordering document.

Equipment Testing and Audit Services. Contractor shall conduct any tests required by the State of Washington Elevator Inspector, by the ASME A17.1 Safety Code for Elevators and Escalators, and by any other Governing or Code Agency. Contractor may also be requested to audit the Equipment and provide recommendations for improvements.

Repair Services. Contractor shall perform minor repair work to maintain the elevators. Only when a specific extensive repair/renewal is identified and agreed upon by both Owner and Contractor, will it be outside of the repair services provided on an annual basis.

Preventative Maintenance

Maintenance Control Plan (MCP). Upon selection Contractor shall provide an MCP for the Equipment. The MCP shall at a minimum include examinations, preventative maintenance, and tests of Equipment at scheduled intervals in order to ensure that the installation conforms to the requirements of ASME A17.1/CSA B44 Section 8.6. The MCP shall also include procedures for tests, periodic inspections, preventative maintenance, replacements, adjustments, and repairs for all SIL rated E/E/PES electrical protective devices and circuits, and identify where unique or product-specific procedures or methods are required to inspect or test Equipment.

- 1) The MCP procedures and intervals shall be based on:
 - a) Equipment age, condition, and accumulated wear
 - b) Design and Inherent quality of the Equipment
 - c) Usage
 - d) Environmental conditions
 - e) Improved technology
 - f) The manufacturer's recommendations for any SIL rated devices or circuits.
- 2) The Instructions for locating the MCP shall be provided in or on the controller along with instructions on how to report any corrective action that might be necessary to Owner.
- 3) MCP shall be located in the elevator machine rooms and shall be in full document compliance with ASME A17.1/CSA B44 Section 8.6, MCP documents shall be filled out in full and completely maintained and updated by Contractor's Service Technicians.

Preventative Maintenance Extent of Coverage. Contractor shall prepare and submit to Owner a detailed Preventative Maintenance schedule for all Equipment to be serviced within five (5) calendar days after execution of the Owner's ordering document. As a minimum, the Equipment shall be examined and maintained in accordance with the following:

- 1) Contractor shall include the following elements In the Preventive Maintenance procedures for the Equipment:
 - a) Provide operational checks of all Equipment car door safety edges/detectors. Contractor shall provide documentation of such checking in their machine room check charts.
 - b) Provide check of directional lights, call registered lights and all other Equipment lighting fixtures.
 - c) Furnish and replace all burned out bulbs on each visit.
 - d) Maintain pit lighting, car top lighting and hoistway lighting.

- 2) Contractor shall repair loose cab handrails and maintain fastening bolt tightness, repair and maintain communication equipment, cabinetry doors, and door hinges.
- 3) For Geared/Gearless Elevators, Contractor shall:
 - a) Furnish lubricants and ail cleaning supplies.
 - b) Regularly and systematically examine, adjust, clean, lubricate as required, and if conditions warrant, repair, or replace:
 - Geared/Gearless hoist machine-including brake, armature fields, brushes, brush rigging, gear case, gears, bearings, hoist motor and sheaves.
 - Hoist and governor ropes and belts.
 - Governor.
 - Governor pit sheave.
 - Controllers, selector, starters, dispatcher and relay panels.
 - Ail bearings.
 - All rotating elements.
 - Contacts, relays and timers.
 - Resistors and transformers.
 - Solid-state devices and all sub-components including batteries and backup batteries.
 - In-car lighting.
 - Traveling cables.
 - Firefighter's service equipment.
 - Automatic power door operators, landing and car door hangers, landing and car door contacts, door protective devices, hoistway door interlocks, bottom door guides.
 - Interlocks and door closures.
 - Car buffers.
 - Car exhaust fan.
 - Car-top inspection station.
 - Limit and slowdown switches.
 - Door protective devices and alarm bells.
 - Car and corridor operating pushbuttons.
 - Load weighing equipment.
 - All hall lanterns, car position and hall position indicators, lobby control panels, car operating panels, and all other signal and accessory facilities furnished and installed as a part of the whole equipment.
 - Car and counterweight roller guides.
 - Batteries.
 - Communication devices.
 - Non-functioning elevator response.
- 4) For Hydraulic Elevators, Contractor shall:
 - a) Furnish lubricants and all cleaning supplies.
 - b) Regularly and systematically examine, adjust, clean, lubricate as required, and if conditions warrant, repair, or replace:
 - Hydraulic pumps and associated plumbing.
 - Hydraulic cylinder, plunger, packing and packing head.
 - Hydraulic fluid and piping.
 - Seismic valve and pit shut off valve.
 - Hydraulic oil line couplings.
 - All exposed hydraulic oil lines, brackets and stands.
 - Controllers, starters, selector and relay panels.

- Pump motors.
- All bearings.
- All rotating elements.
- Contacts, relays and timers.
- Resistors and transformers.
- Solid-state devices.
- In-car lighting.
- Firefighter's service equipment.
- Automatic power door operators, landing and car door hangers, landing and car door contacts, door protective devices, hoistway door interlocks, bottom door guides, door closures.
- Interlocks.
- Car buffers.
- Limit and slowdown switches.
- Door protective devices and alarm bells.
- Car and corridor operating pushbuttons.
- Load weighing equipment.
- All hall lanterns, car position and hall position indicators, lobby control panels, car operating panels, and all other signal and accessory facilities furnished and installed as a part of the whole equipment.
- Electrical Traveling Cables.
- Batteries.
- Communication devices.
- Non-functioning elevator response.

5) For Escalators, Contractor shall:

- a) Furnish lubricants selected by Contractor to meet the specific requirements of the equipment.
- b) Regularly and systematically examine, adjust, clean, lubricate as required, and if conditions warrant, repair, or replace:
 - Machine, worm, gear, external gearing, drive chain, thrust bearing, main bearings, and brake assembly, coil, linings and component parts.
 - Motor, motor windings, rotating elements and bearings. Contractor is obligated to remove and properly dispose any waste, oil, and hazardous materials in accordance to local, state and federal requirements.
 - Controller, all relays, contacts, coils, resistance for operating and motor circuits, operating transformers, and operating rectifiers.
 - Handrail, handrail drive chains, handrail brush guards, handrail guide rollers, alignment devices, steps, step tread, step wheels, step chains, step axle bushings, comb plates, floor plates and tracks.
 - Upper drive, upper drive bearings, tension sprocket bearings, upper newel bearings and lower newel bearings.
 - All balustrade, deck, skirt, skirt brushes and trim fastenings (screws, dips, etc.)
 - Under step lighting.
 - All safety devices, including but not limited to, skirt switches, emergency stop switches, handrail switches, stop switches, broken chain switches, step out of position switches, missing step detectors, step up-thrust safety switches, and etc.

Preventative Maintenance Exclusions. As part of preventative maintenance, Contractor shall not be responsible for the following items and shall receive compensation for repairing such items.

- 1) Door knocked off the tracks/broken gibs.
- 2) Car door detector out of adjustment from doors being hit.

Preventative Maintenance - Other Requirements.

- 1) Contractor shall not be excused from equipment shutdowns allegedly caused by "faulty or dirty" building incoming electrical power.
- 2) Contractor shall inspect of hoistway, pit equipment, car top, machine rooms and interiors as part of scheduled preventive maintenance at no additional expense to Owner.
- 3) Contractor shall post the Contractor's standard Preventive Maintenance Schedule/Chart and a Preventative Maintenance Log in the Equipment machine rooms and any designated areas. The Preventative Maintenance Log shall include all entries for routine and non-routine Maintenance and repairs, including supervisor's surveys. Entries shall include date Preventative Maintenance is complete, mechanic or supervisor's name, brief description of Preventative Maintenance completed and the approximate time required for the Preventative Maintenance. The Preventative Maintenance Log and Preventive Maintenance Schedule/Chart shall be maintained for Owner's inspection at any time. Owner may copy the Preventative Maintenance Log and Preventive Maintenance Schedule/Chart at any time. The log book will be made available to the Contractor at all times, including times when no designated Owner's personnel is/are present. Contractor shall provide Owner with a schedule, in either written or electronic form, (as preferred by Owner) of when Equipment will be taken out of service for Preventive Maintenance. Owner must approve any changes to this schedule in writing.
- 4) Contractor shall maintain three (3) complete sets of wiring diagrams showing "as built" conditions with any changes or modifications to circuits resulting from control modifications, parts replacement or Equipment up-grade. One set shall remain in each machine room, one set shall be maintained in the Contractor's office, and the third set shall be maintained in Owner's offices. When any modifications are made to diagrams, three copies of the modified drawings must be made. One copy shall be furnished to Owner to update their copy of the appropriate drawing. A copy shall be used to update the Contractor's office drawings and the original changes shall be maintained in the Equipment machine rooms. Owner retains sole possession of these wiring diagrams. Wiring diagrams shall be kept in a neat and orderly fashion in each machine room.
- 5) Owner will provide wiring diagrams, if available. If Owner does not provide the wiring diagrams, contractor will work with Owner to provide the diagrams, at Owner's expense.
- 6) Contractor shall be responsible for maintaining exterior of the machinery, and other parts of the Equipment, properly painted, identified, and presentable at all times.
- 7) Contractor shall provide a lockable metal parts cabinet in each elevator machine room, Contractor shall coordinate installation with Owner.
- 8) Contractor shall conduct evaluations of Equipment performance, including car speed, door operations, riding quality, and car leveling. Following such evaluations, the Contractor shall perform adjustment, repairs, and replacements required to maintain manufacturer's operating performance, A copy of evaluations will be left with Owner and reviewed with them on request.

- 9) Contractor shall be required to provide a member of their supervisory personnel, regularly engaged in inspection and supervision, to visit Owner's site at least quarterly to observe the quality of Maintenance and to make certain that the quality of Maintenance meets the specified and Intended standards. The Supervisor shall schedule each visit with Owner. Owner may provide a member of their staff to accompany the Contractor during the on-site inspection of the elevator machine rooms and equipment. Inspections by the Contractor shall be at no cost to Owner. The Contractor shall provide a written report of the results of this inspection to the Owner's within fourteen (14) calendar days of the on-site inspection.
- 10) Preventative Maintenance shall be performed during normal business hours and charged at a regular hourly rate, unless otherwise requested and approved by the Owner in advance, Normal business hours shall mean 6 am to 6 pm, Monday through Friday with the exception of holidays as stipulated by the International Union of Elevator Constructors' local labor agreement.
- 11) Outside of normal business hours, the Owner shall call the contractor through its normal business telephone numbers. Contractor shall provide a reliable means of communication between contractor's local office and the lead service technician.
- 12) Working hours and unscheduled delays. There may be situations that require the contractor to work other than normal hours and to suspend, postpone, or reschedule work. These situations are normal for large institutional Owners on this contract. When the contractor's access to a work area conflicts with a Owner's operational requirement, the contractor shall reschedule the work to minimize the disruption; this may require performing the work at times other than normal duty hours.
- 13) Documentation of hours is required for Preventative Maintenance payment due to Contractor. If less than the stated hours of Preventive Maintenance are performed, the prorated dollar value for the time short will be deducted from Contractor's Invoice.

Equipment Testing and Inspection

- 1) Contractor shall conduct the following tests, and any other tests required by the State of Washington, Federal or any other Governing or Code Agency. All testing will be completed before the date that it is due. Services shall include, but not be limited to:
 - a) Contractor shall provide inspections and testing of the Firefighter's Service-Phase I and Phase II and standby power operation, if installed as required by Authority Having Jurisdiction (AHJ). Unless approved by the Owner, any additional cost to complete the above inspections and testing shall be the responsibility of Contractor. Contractor shall maintain an up-to-date log of Firefighter's Service testing in the machine rooms and submit the results to Owner's authorized representative. Firefighter's Service testing shall be entered and recorded on a form supplied by Contractor and/or as required by the State of Washington, or both.
 - b) Provide all testing as required by the State of Washington Elevator Inspector and required by the ASME A17.1 Safety Code for Elevators and Escalators during normal Preventative Maintenance hours of the elevator industry, unless requested by the Owner.
 - c) Conducting quarterly tests as required by ASME A17.1, for Phase I and Phase II Installations on Firefighters' Emergency Service Control System.
- 2) Contractor shall check the dispatching systems and make necessary tests and adjustments to insure that all circuits and time settings are properly adjusted, and all systems are performing as designed and installed. Contractor shall submit a written report of these results to Owner.

- 3) Written test reports shall be submitted to Owner within five (5) calendar days of actual testing.
- 4) Owner shall receive fourteen (14) days prior written notification of all tests so that an authorized representative of Owner may witness said tests. Safety precautions are understood to be of highest priority. Care will be taken to safeguard all surrounding building property during the testing. If during the testing, the actual testing fails the prescribed testing procedures in the ASME A17.1 and re-testing is required, Contractor shall pay all costs of Owner's representative to witness re-testing only if the failure of the test was due to the Contractor's acts, actions, omissions, negligence, or errors.
- 5) Contractor shall audit the equipment as requested by Owner. The audit report will include recommendations for improvements and estimates of cost for labor and materials to complete the suggested improvements. Owner's Equipment can be audited for:
 - a) Code Compliance. Evaluate current Code compliance of all Equipment. Monitor Industry and Code developments and provide Owner with warning of anticipated Code changes to take effect during the fiscal year following the audit report. Recommend corrections, which should be made in the fiscal year following the audit report,
 - b) Equipment Performance. Audit performance of all Equipment against its original parameters or specifications. Recommend corrections, which should be made in the fiscal year following the audit report.
 - c) Equipment Aesthetics. Audit the physical condition and appearance of the Equipment visible to users and recommend upgrades, which should be considered to keep the Equipment appealing to users and current with building standards for colors and decoration schemes.
- 6) Should a covered component under Preventative Maintenance fail during testing the Contractor shall be responsible to replace or repair the items necessary to return the Equipment to normal operation.
- 7) Owner reserves the right to make inspections and tests at their expense, when deemed necessary to ascertain that the Service requirements of this Contract are being fulfilled. If the inspection identifies that Contractor is not compliant with the applicable Service requirements of this Contract, Owner will promptly notify Contractor in writing of the deficiencies identified. Contractor shall reimburse Owner for the cost of conducting the inspection and resolve all deficiencies at Contractor's total expense within fifteen (15) calendar days of written notification. Fees for re-Inspection due to Contractor's failure to eliminate deficiencies in Services covered under this Contract and Owner's ordering document shall be paid by Contractor. Contractor shall pay Owner's 125% of the Inspection fees.

Optional Repair and Elevator Renewals

- 1) In the event the Equipment fails to operate properly, Owner will notify Contractor by telephone and request immediate repair. Contractor shall provide twenty-four (24) hours a day, seven (7) days a week telephone service, at no additional cost to the Owner. Contractor shall provide a list of cell phone numbers for emergency contact in the event the answering service is ineffective. Management list shall be submitted to Owner prior to Owner's ordering document start date.
- 2) If any Equipment is shut down for more than ten (10) continuous business days after notification of a failure (except for pre-scheduled or major Equipment repairs) the monthly Preventative Maintenance unit billing, if applicable, shall be suspended until the individual Equipment is restored to service. If a safety or potential safety problem exists, Contractor

shall immediately correct the problem.

- a) Contractor shall provide a written report to Owner stating the condition of the unit before the Contractor leaves Owner's facility. Written notification of corrective measures undertaken shall be provided to Owner, in writing, within one (1) business day.
- 3) In case of an Equipment accident, Contractor shall be notified immediately by Owner. The unit will not be placed in operation until an investigation is performed by Owner's Representative and/or the Washington Equipment Inspector if the following conditions occur:
 - a) A person has been injured and requires first aid treatment.
 - b) The unit is not safe to place in normal operating service because of obvious mechanical and/or electrical condition.
 - c) There is a concern by the Contractor or Owner as to the possible continued malfunction if placed in service.
- 4) When corrective, renewal or repair work is determined necessary, a written proposal, including a cost estimate to remedy the deficiency, shall be delivered to Owner within 14 Days of request (unless agreed upon otherwise). If the Owner elects to have the Contractor perform the work, they will issue a separate Maintenance Order under the Master Agreement beforehand. If a safety problem is noted, which is not within the Contractor's area of responsibility or expertise, written notice of such problem shall immediately be furnished to Owner by the Contractor.
- 5) Emergency Service Request is defined as an entrapment, or requests for immediate service in situations that are a threat to life or limb and have potential for injury, entrapment, or serious damage to property or Equipment. Owner will notify contractor of a situation, and by mutual agreement contractor will immediately dispatch a technician. Contractor will keep the customer informed as to the technician(s) estimated time of arrival, every 15 minutes. The contractor and the technician will make any emergency their first priority. Emergency service calls are only billable outside normal business hours at the standard hourly rate in 15-minute increments. Simultaneously, the Owner's representative will have notified, and the Local Fire Department will respond. Extractions expected to damage the elevator will be made in consultation with the Owner, Fire Department and Contractor. Contractor shall pay for all damages, both material and labor caused by Fire Department personnel if the call to the Fire Department was caused by a failure to respond on the part of the Contractor.
- 6) Emergency Service Requests Response Time is counted from the end of the phone call requesting repair to when the Contractor's Service Technician arrives onsite, Contractor shall respond to all Emergency Service Requests in accordance with the following standards:
 - a) Weekdays between 6 am to 6 pm: 60 minutes
 - b) All other days/hours: 60 minutes
 - c) Emergency Service Requests shall be resolved as quickly and effectively as possible and in such a manner that the disruption of Equipment service and Inconvenience to users is absolutely minimized.
 - d) Contractor shall mobilize all necessary resources, including labor, equipment, tools, parts and materials as required to complete Services required, h. Routine Service Request Response Time is counted from the end of the phone call requesting repair to when the technician arrives at location, A Routine Service Request is any request not deemed by Owner to require immediate response and resolution by Contractor, Contractor shall respond to all Routine Service Requests in accordance with the following standards:
 - e) Weekdays between 6 am to 6 pm: 2 hours
 - f) All other days/hours: 3 hours

- g) Routine Service Requests shall be resolved as quickly and effectively as possible and in such a manner that the disruption of Equipment service and inconvenience to users is absolutely minimized.
 - h) Contractor shall mobilize all necessary resources, including labor, equipment, tools, parts and materials as required to complete the Required Services.
 - i) Any and all remote monitoring equipment and on-going monthly service shall be at the Contractor's total expense.
- 7) Contractor shall assign an Equipment Mechanic to assist with emergency generator tests at no additional cost to Owner.

Service Tickets

- 1) After each Service Call and regularly scheduled Preventative Maintenance, a legible ticket will be completed indicating the date of Services, location, description and condition of Equipment being Serviced, Services performed, parts replaced, total hours on the Job and the Service Technician performing the Service, in the case of an Equipment shutdown or repair, the Service ticket will describe the cause of the Equipment failure and the action taken to correct the failure. Upon Owner's request, Contractor shall provide a written report of all Service tickets.
- 2) Contractor shall send Owner copies of all tickets, callback logs, extra billing, test reports, and repairs for a specified time period. Contractor will, upon request, provide Owner with written recommendations to minimize callbacks based on the analysis of the callback trends.
- 3) All Service tickets shall be left with Owner or available via online portal after all visits, Service tickets shall be separated for Preventative Maintenance completed. Copies of Service tickets shall be Included with Contractor invoices.

General Requirements

- 1) All Services shall be conducted in a manner consistent with Owner's Intent to provide uninterrupted service. The Equipment must provide reliable and safe transportation on a continuous basis, twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days per year, Contractor shall notify Owner if Services will generate excessive noise and shall schedule such Services with Owner in advance.
- 2) Overtime Service required or requested shall be scheduled and approved with the Owner in advance.
- 3) All records and documents pertaining to the Equipment provided to Contractor by Owner shall be kept current and in good condition and shall be returned to Owner upon demand or upon termination the Owner's ordering document.
- 4) Contractor shall provide Owner, prior to commencement of Services, with Safety Data Sheets (hereafter "SDS") for products Contractor intends to employ under the Owner's ordering document.
- 5) Non-Proprietary Equipment, Tools & Software:
 - a) New installations shall be non-proprietary. No new proprietary elevator equipment, tools, and software will be installed in the Owner's buildings. This means all elevator equipment,

- tools, and software that is designed and manufactured by an elevator manufacturer for the purpose of creating a product that can only be purchased, leased, maintained, and or serviced by their own company and or subsidiary company representatives.
- b) Elevator equipment, tools and software must be of a design and availability that they can be purchased from a wholesale distributor by any elevator service company at a reasonable and fair market value price. This includes all tools and software required to perform maintenance, diagnostics, troubleshooting, repairs, and adjustments, including but not limited to setting up floor tables, reprogramming emergency phones/dialers, changing timers and parameters, and programming all settings within all types of operating system controllers. When the University contracts with an elevator contractor to install new equipment whether it is a new elevator, remodel and or repair of an existing elevator, all tools and software will become the property of the Owner.
 - c) All equipment, tools, and software that is installed after award of this contract and not meeting these requirements will be removed at the cost of the elevator contractor who is either under contract with the Owner for a maintenance and repair service program or for any new/remodel installation project.
- 6) Contractor will provide their own appropriate service manuals, adjusting manuals, and technical manuals for all Equipment for use by the Contractor during the term of the contract.
 - 7) Removal of Equipment from service shall be scheduled with Owner, Contractor shall notify Owner before any Equipment is removed from service and when such Equipment is placed back in normal service, Emphasis shall be placed on keeping the Equipment operating during the day.
 - 8) Contractor shall immediately shut down and remove the Equipment from service when it appears to Contractor to be unsafe or operating in a manner which might cause injury to anyone using said Equipment. Contractor shall provide Owner written notice of such action immediately, stating the reason the Equipment was placed out of service and corrective measures required to place the Equipment in service. Written notice shall be provided by Contractor before Contractor's personnel leave the jobsite.
 - 9) Contractor shall provide Owner with the names of mechanics and mechanics in charge ("Service Technicians") that will be performing the Services at least five (5) days prior to Owner's ordering document start date. All Contractor's Service Technicians that perform must pass a security background check before performing Services. If there is a change in the Service Technician assigned to Owner, Contractor's supervisory staff must notify Owner prior to the replacement technician's first visit.
 - 10) Owner reserves the right to request Contractor to replace any or all Service Technicians assigned to its buildings if it deems they are not performing in a satisfactory manner, or such personnel who refuse to comply with Owner's policies and guidelines.
 - 11) Contractor's Service Technicians shall wear clean, neat, well-maintained uniforms identifying them as employees of Contractor for ease of identification by Owner.
 - 12) Contact shall be made with Owner upon Contractor's arrival and upon completion of Service or any time Contractor's Service Technician leave the site.
 - 13) Contractor shall be solely responsible for all means, methods, techniques, sequences, and procedures of the Services at no extra cost to Owner.

- 14) Contractor shall provide a written procedure of their "Lock Out-Tag Out" to Owner prior to performing any Services.
- 15) Contractor is required to maintain the entire Equipment system in a clean manner at all times. Contractor shall furnish a fireproof metal trash container in each machine room. Contractor shall ensure that all areas are clean and salvaged materials or scraps are removed before leaving the jobsite. This includes but is not limited to: removal of oily rags, removal of dirt, grease, and lint, maintaining the exterior of all Equipment free of lint, dirt, oil, grease, clean all machine room equipment including: floors, controller/selector, car top, hoistway door track, hanger, interlock, header, strut, hoistway side of sills, underside of car platform, car guides, car door operator, track, hangers, inside area of head er, crosshead, guide rail/bracket, fascia, dust cover, pit and inside car station, hall station, lantern, and lobby panel. The cleaning must be to a minimum of Equipment industry standards, and shall be to the full satisfaction of Owner. If Owner decides the deeming level is below Owner's standards, Owner has the option of performing necessary clean-up actions or bringing in another contractor to do so (with the prior notice provided to Contractor). All costs of the cleaning by other contractors or by Owner shall be reimbursed by the Contractor.
- 16) Contractor will be fully responsible for removal and disposal of all fluids, greases, solvents and soiled cleaning cloths/rags that are used in performing the Services. All material will be disposed of in accordance with all applicable present or future City, State and Federal Laws and Regulations.
- 17) Contractor shall maintain at all times the original Equipment speed in feet per minute. Perform all adjustments required to maintain the proper door opening and closing time, within limits of applicable codes. Check the operating system for each unit to ensure that unit is kept operating continuously and make necessary tests and corrections to ensure all circuits are correct and time settings are properly adjusted.
- 18) Contractor shall maintain the following minimum Equipment performance requirements.
 - a) Speed:
 - +/- 3% in both directions under all loading conditions for all geared/gearless elevators.
 - +/-10% in both directions under all loading conditions for hydraulic elevators.
 - b) Door dosing time:
 - Measured from start of door closing until the hoistway doors are fully closed, will be the minimum permitted by Code,
 - c) Door dwell time:
 - As permitted by The Americans with Disability Act, as now or hereafter amended.
 - d) Floor leveling accuracy:
 - e) As required by Code.
- 19) In accomplishing the above requirements, Contractor shall maintain a comfortable elevator ride with smooth acceleration, retardation and a soft stop. Door operation shall be quiet and positive with smooth checking at the extremes of travel.

Replacement Parts

Inventory:

- 1) Non-proprietary replacement equipment is preferred.
- 2) Contractor shall mark and identify all lubricating oils and cleaning solvents that are stored onsite. All storage cans shall be Code approved. All unmarked cans shall be removed from

the Owner's premises. Machine rooms shall not be used for storage of materials or items that do not pertain to the Preventative Maintenance of the Owner's Equipment.

- 3) In performing the Work, Contractor agrees to provide only manufacturer approved parts used by the manufacturers of the Equipment for replacement or repair, and to use only those lubricants obtained from and/or recommended by the manufacturer of the Equipment. If Contractor wishes to provide parts or lubricants other than recommended by the Equipment manufacturer, Contractor shall, in writing, state the type proposed and the specifications to the Owner for review and written approval. These replacement parts shall not be considered an upgrade of Equipment and shall be provided by Contractor at no additional cost to the Owner.
- 4) Contractor shall use commercially reasonable efforts to procure replacements parts in the most expeditious manner available.
- 5) Parts requiring repair shall be rebuilt to "as new" condition.
- 6) Contractor shall provide written documentation if the replacement part is not available and that the Contractor has exhausted all research in obtaining such replacement parts. Such research would be the review of all firms as listed in the latest edition of Elevator World- "The Source". All local supply firms, including other Equipment contractor's must also be researched for availability of replacement parts. If the replacement part is not available, Owner shall pay the cost for such replacement part. Contractor shall provide all documentation of the replacement costs. If Contractor installs a replacement part different than the original Equipment manufacturer, the new replacement shall not be of the "proprietary" type and the Contractor shall provide, in writing, the manufacturer, type and model of the proposed replacement part.

Microprocessors

- 1) Contractor shall maintain, in stock, available for immediate usage, an inventory of replacement parts for any microprocessor/solid state equipment used for each system. This includes all solid-state boards located in the machine room, fixture stations, car tops or any other location.
- 2) Contractor's service technicians shall carry diagnostic equipment designed to analyze programming and microprocessor functions and malfunctions on all equipment.
- 3) Owner shall pay for all costs if the original manufacturer must be brought onsite to re-program the system or be required to place the equipment in service.

Service Level Expectations

Contractor agrees to maintain the service level expectations detailed in the following table:

Service	Description	Timing
Emergency Entrapment	Contractor will keep the customer informed as to the technician(s) estimated time of arrival every 15 minutes beyond the first hour, The contractor and the technician will make any emergency their priority, Emergency service calls are billable at an hourly rate in 15-minute increments outside of normal business hours,	Arrival Time: Within 60 Minutes Resolution Time: Within 60 Minutes

	including one-way travel time from the local dispatch point.	
Routine Service Response Time	Response time is counted from the end of the phone call requesting repair to when the technician arrives at location. A Routine Service Request is any request not deemed by Owner to require immediate response and resolution by Contractor	Response Time (weekdays between 6am and 6 pm): 2 hours Response Time (All other days/hours): 3 hours
Schedule Maintenance: Short Shut Down	Owner is to be informed in writing (e-mail acceptable) three (3) business days in advance when equipment will be taken down for two (2) hours to eight (8) hours for non-emergency service and repair.	Notification Time: 3 Business Days
Scheduled Maintenance: Major Shut Down	Owner is to be informed in writing (e-mail acceptable) one (1) week in advance when a unit will be taken down for more than one (1) day for non-emergency service and repair.	Notification Time: 1 Week

Payment Requirements

Contractor shall invoice monthly by agreed upon prorated service amount, per elevator grouping identified by Owner. Itemize all work performed during the billing cycle.

Billable Services Tickets (call backs) shall be billed based upon the pre-approved rate schedule and approval by Owner.

Maintenance Orders for work outside of the annual maintenance scope of work, shall be invoiced individually and reference the maintenance order authorizing the work clearly.

Prevailing Wage Requirements

Contractor shall pay the prevailing rate of wages to all workers, laborers, or mechanics employed in the performance of any part of the Work in accordance with RCW 39.12 and the rules and regulations of the Department of Labor and Industries. The schedule of prevailing wage rates for the locality or localities of the Work, is determined by the Industrial Statistician of the Department of Labor and Industries. "Washington State Prevailing Wage Rates for Public Works Contracts/Whitman, Spokane, Benton, and Pierce County" are made a part of the Contract Documents and are included at the end of this Section for the first Maintenance Order issued under the Master Agreement. All subsequent Maintenance Orders will use the prevailing wage rates in effect at the time of the Maintenance Order Award. It is the Contractor's responsibility to verify the applicable prevailing wage rates.

Before payment is made by the Owner to the Contractor for any work performed by the Contractor and subcontractors whose work is included in the application for payment, the Contractor shall submit, or shall have previously submitted to the Owner for the Maintenance Order, a Statement of Intent to Pay Prevailing Wages, approved by the Department of Labor and Industries, certifying the rate of hourly wage paid and to be paid each classification of laborers, workers, or mechanics employed upon the Work by Contractor and Subcontractors. Such rates of hourly wage shall not be less than the prevailing wage rate.

In compliance with chapter 296-127 WAC, Contractor shall pay to the Department of Labor and Industries the currently established fee(s) for each statement of intent and/or affidavit of wages paid submitted to the Department of Labor and Industries for certification.

Consistent with WAC 296-127-320, the Contractor and any subcontractor shall submit a certified copy of payroll records if requested.

III. PROPOSAL REQUIREMENTS AND CRITERIA

Proposal Certification

The vendor must certify in writing that all vendor proposal terms, including prices, will remain in effect for a minimum of 60 days after the Proposal Due Date.

Bid Bond

A bid bond is not required.

Payment & Performance Bond

A Payment & Performance Bond will not be required for the Master Maintenance Agreement but will be required for Repair Maintenance Orders.

Responsible Proposer

When determining whether a proposer is responsible, or when evaluating a proposal, the following factors, in addition to price, will be considered, any one of which will suffice to determine whether a proposer is responsible, or the proposal is the most advantageous to the University:

- The ability, capacity and skill of the proposer to perform the contract or provide the work required.
- The character, integrity, reputation, judgment, experience and efficiency of the proposer.
- The quality of performance of previous public and private contracts or services, including, but not limited to, the proposer's failure to perform satisfactorily or complete any written contract.
- The previous and existing compliance by the proposer with laws relating to the contract or services.
- Evidence of collusion with any other with any other proposer, in which case colluding proposers will be restricted from submitting further proposals.
- *Have a current certificate of registration in compliance with chapter 18.27 RCW, a plumbing contractor license in compliance with chapter 18.106 RCW, an elevator contractor license in compliance with chapter 70.87 RCW, or an electrical contractor license in compliance with chapter 19.28 RCW, which must have been in effect at the time of bid submittal;*
- Have a current state unified business identifier number.
- Have industrial insurance coverage for employees working in Washington as required in Title 51 RCW; an employment security department number as required in Title 50 RCW; and a state excise tax registration number as required in Title 82 RCW.
- Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3);

- Commitment that personnel will not be changed during the life of the contract without prior consent and notice to WSU.

Proposal Submittal

The proposal shall include information documenting how the proposer meets the evaluation criteria below. Proposal elements will be evaluated using the weighted distribution identified below with the page size set to 8 1/2 X 11" and limited to six single sided pages (when printed). All pages within the PDF (cost proposal, spacer pages, cover pages, content pages, etc.) will be applied towards the total page count, and any pages beyond the six pages will not be reviewed.

1. Firm Organization and Responsibilities

- Provide Proposer's singular Point of Contact name and address, including email and phone number, for correspondence throughout the procurement process.
- Describe the proposed team members, the organization, and the responsibility of each team member. Describe their availability, assignment, and involvement in each aspect of the services provided. Include a visual element that shows the relationships within the team.
- Provide abbreviated resumes of the key individuals working along with three references for each individual. Resumes to focus on experience relevant to this work and why they are being proposed for this opportunity.

2. Firm Experience:

- Provide a brief history of the firm outlining the firm's experience and qualifications to meet the requirements of the RFP. Material need not be elaborate or extensive but should depict, in the manner chosen by the respondent: scope and quality of respondent's work and the type of services provided.
- What makes your firm the most qualified to maintain elevators at WSU?*

3. Approach Plan:

- Describe your plan to meet the needs of the Scope of Work described in this Request for Proposals, specifically address your approach to preventative maintenance, testing and auditing, and repair services.*
- Approach to staffing, scheduling and loading to address both regularly scheduled hours and after-hours work.*
- Describe the core tenants of your Maintenance Control Plan.*
- Describe your process for cost control when corrective, renewal or repair work is proposed.*
- Discuss the core concepts of your internal and external diversity and inclusion plans specific to this work. Identify any strategies, resource commitments, and steps you take to impact access to opportunities, capital and training for small businesses, OMWBE, WBE, MBE, SBE, and VBE within your firm, sub consultants, suppliers, etc.

4. Cost Proposal:

- Provide itemized cost proposal on WSU provided form.

5. References:

- Provide complete contact information for references from at least three clients for

which similar work has been performed.

Proposal Evaluation

Proposals will be score and assessed for best value to WSU. The University, through a Selection Committee, will review proposals submitted in response to this RFP based on the evaluation criteria and weighting identified herein. The University reserves the right to reject any or all Proposals and may also check references from prior clients, contractors, suppliers, subcontractor, and consultants not explicitly identified within the Proposal.

Proposal's will be evaluated in accordance with the following weighted distribution:

Firm Organization and Responsibilities	30 points
Firm Experience	30 Required
Approach Plan	20 points
Proposed Cost	20 points
References	Pass/Fail
Acceptance of University Agreement	No Score
Proposal Total Possible Score	100 points
Interview (if required)	50 points
Maximum Possible Score	150 points

Interviews will be conducted. Up to three firms may be shortlisted for interviews. Notification of potential interviews will be per the schedule noted above. Interviews will either be in person or virtual at proposer's option. All expenses to attend the interview will be the responsibility of the proposer.

WSU reserves the right, at its sole discretion, and based solely on its determination of the candidate firm's qualifications, to accept or reject any or all Proposals, to postpone the selection process for its own convenience at any time, to waive any defects, informalities or irregularities in the Proposal's, and to re-advertise for this work.

The candidate firms acknowledge and agree that in submitting a Proposal pursuant to this Request for Proposal, the preparation of all materials for submittal and all presentation are at their sole cost and expense, and WSU shall not, under any circumstances, be responsible for any cost or expense incurred by the candidate firms in this regard. Proposers will not be allowed to alter their proposal documents after the deadline for proposal submission. In addition, the candidate firms acknowledge and agree that all submitted Proposal's shall remain the property of WSU and may be disclosed after award to selected firm(s).

Proposal Submission and Deadline

Any addenda issued for this RFP will be published at the following website address:

<https://facilities.wsu.edu/contractors/>

Respondents are responsible for checking the website prior to the submission of their Proposal for any addenda. If you are unable to download the addenda notify the Point of Contact.

Proposals must be submitted via email in PDF Format no later than **3:00 PM on November 20, 2023**. Proposals are to be emailed to contracts@wsu.edu and copied to jaharper@wsu.edu. A

confirmation of receipt will be sent to the submitting party, and a list of responding firms will be posted at the website above shortly after the submission time has passed. Respondents are responsible for ensuring and confirming receipt of the Proposal by the deadline stated above. Proposal received after the deadline will not be considered.

IV. SUPPLEMENTAL INFORMATION

Protest Procedures

Firms shall provide written notification to the Assistant Vice President, Facilities Services, Capital of any protest within four (4) business days from the date the proposer was notified of the selection decision. Any protest received more than four (4) business days from the date notification was made shall not be considered.

Form of Agreement

The Master Maintenance Agreement to be utilized for this work is posted on the website at <https://facilities.wsu.edu/contractors/>. Each firm must affirm in their Proposal that the terms and conditions of this agreement are acceptable; or if the firm takes exception to any of the language in the agreement, they must specifically describe the reasons for the exceptions. The university makes no commitment to any modifications based on the comments received. Each firm's response to this section shall not be scored nor used as a condition of consideration.

Award

If the respondent and University cannot agree on final terms of the Master Agreement the University may cancel the negotiations and begin negotiations with the next highest-ranking firm. Should the University choose to cancel the negotiations upon failure to arrive at an agreement, such cancellation will be effective upon receipt of written notification to the respondent. The respondent shall not be reimbursed for any costs associated with the negotiations.

Nondiscrimination

Washington State University is committed to the enhancement of opportunities for minority and women owned and controlled firms in public contracting. MWBE business enterprises will be afforded full opportunity to submit Proposal's in response to this Request for Proposals and will not be discriminated against on the grounds of race, color, sex, religion, or national origin in consideration of an award.

Registration, Licensing and Insurance

Registration, licensing, and insurance coverage shall be as required by State of Washington Laws, as applicable to the work being provided.

End of Request for Proposals