



Request for Proposals

Elevator Maintenance and Repair Services

RFP No. 200-JCPSFS-09092024-CR

ISSUED BY

Johnston County Public Schools

JCPS Point of Contact Director of Purchasing

Cynthia Rivera

CynthiaRivera@johnston.k12.nc.us

(919) 934-6032 ext. 8065

NOTICE TO BIDDERS

All bids are required to be **SEALED** and either hand delivered or mailed, and received by Johnston County Public Schools, Purchasing Department located at Simpson's Building 2320 US HWY 70 Business East Smithfield, NC 27577 **RFP No.**

200-JCPSFS-09092024-CR, Attn: Cynthia Rivera no later than **Monday, September 9, 2024 by 1:00 PM (EST)**. All replies must reference **RFP No. 200-JCPSFS-09092024-CR** (Do not use USPS due to it being sent to our PO Box)

NOTE: RFP No. 200-JCPSFS-09092024-CR, must be present and visible and clearly labeled on the **OUTER** shipping package/container/envelope otherwise the bid **WILL** be rejected. Refer to page 10 for proper mailing instructions.

Bids submitted via facsimile (FAX) machine or email in response to this request for proposal will not be accepted. Late Bids will not be accepted and will be considered non-responsive.

*Historically Underutilized Businesses are encouraged to bid

Bidder Questions

All questions concerning this RFP, or any request for additional data or information must be submitted in writing via email to Duston Dunn, dustondunn@johnston.k12.nc.us subject line must reference **QUESTIONS RFP No. 200-JCPSFS-09092024-CR** by **September 4, 2024**

Responses to these questions will be provided no later than **September 6, 2024** via this [LINK](#). JCPS will make every effort to provide answers to questions within 24 hours of receiving the question via the Link provided. Questions received after the timeframe provided to submit questions are not guaranteed to be answered. JCPS will make every effort to answer any and all questions submitted.

Timeline

Event	Responsibility	Date & Time
Share RFP on eVP and JCPS website	JCPS	August 22, 2024
Optional Site Visits must be scheduled with Duston Dunn	Vendor	Dates to Schedule:
Submit written questions to DustonDunn@johnston.k12.nc.us	Vendor	September 4, 2024
Provide Responses to Questions at this Link	JCPS	September 6, 2024
Submit Bids	Vendor	By 1:00pm on September 9, 2024
Bid Opening held at Simpson's Building in the Living Legends Conference Room	JCPS	All sealed bids will be publicly opened on September 9, 2024 at 1:00pm

Introduction & Background

Johnston County Public Schools (JCPS) district serves more than 38,000 students in grades pre-kindergarten through twelfth grade. Doubling the student population in the past 15 years, Johnston County's growth is due to the excellent education JCPS provides to our students. We enjoy strong community support through funding for new schools, partnerships with business and faith-based organizations, and fabulous parental involvement. 2020 census data indicates Johnston County is the fastest growing county in North Carolina and 9th fastest growing county in the United States.

JCPS is accepting bids in response to this Request For Proposals (RFP) in order to find a qualified firm to provide elevator services consistent and in compliance with all applicable codes and standards. Our goal is to receive "World Class" service, attention to detail,

excellent communication, code compliance, a consistent service team familiar with our facilities and a competitive price. The objective of this Request for Proposals is to identify a firm that provides the best overall value to JCPS. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this RFP. Awarded bidder must complete the Sexual Offender Registry (Lunsford Act) before starting work.

Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this RFP:

1. Only qualified bidders with prior experience on services such as this should submit proposals in response to this Request for Proposals.
2. Bidder's bid must be received by date and time described. Submissions received after the deadline will not be considered.
3. Bidders should provide three (3) examples of service agreements similar in size and scope to the scope of work (SOW) described herein. Please include references for each.
4. **Section I** - Bidders should provide an executive summary indicating:
 - a. Their understanding of the scope within this RFP
 - b. Bidder company history
 - c. Awards/major accomplishments if applicable
 - d. Current Experience Modification Rating (EMR)
 - e. Any litigation within the last five (5) years where the bidder was defendant (answer yes or no - if yes, provide more details)
 - f. Other information bidder deems informative
5. **Section II** - Bidders should provide a technical proposal indicating:
 - a. Brief resumes of key team members who will be assigned to JCPS
 - b. Bidder's approach to completing tasks in a prompt and accurate manner
 - c. Any innovative solutions or recommendations JCPS may not be aware of
 - d. Bidder's tasks to be performed associated with each system (must be detailed)
 - e. Examples of service reports and other documentation
 - f. Bidder's approach to communicating with JCPS during routine and emergency situations
 - g. Explain any exception(s) bidder takes with the Scope of Work of the RFP and provide a remedy or solution
 - h. Other information bidder deems informative

6. **Section III (Pricing Matrix)** - A price proposal shall indicate a firm and fixed price for the services within the Scope of Work

7. Bids must be signed by a representative authorized to legally bind the bidder's company.

8. Bidder agrees to a fiduciary relationship with JCPS as its subject matter expert.

9. Bidders must not communicate with JCPS during the decision process.

Term

Johnston County Public Schools would like to contract with the successful firm for a **three (3) year term with an optional 2 year renewal**. In the future of new schools/locations, new schools/locations will be a part of this contract with reasonable price adjustments made.

Pricing: All prices quoted herein are to remain effective for the entire duration of the contract and any future contract renewal period(s).

Contract Termination: Johnston County Public Schools' reserves the right to terminate this contract for non performance. In the event that Vendor is non-compliant with any portion of the contract, the District will give Vendor 10 days written notice to comply. If compliance is unsatisfactory after 10 days, then final written notice may be given to terminate the contract 30 days thereafter. If the contract is not to be renewed, the District will give Vendor 30 days written notice.

Deliverables

Selected firm shall provide the JCPS Point of Contact (POC) written documentation verifying service has been performed within thirty (30) days of completion. JCPS POC shall be notified via phone, in writing, or both of any non-urgent deficiencies within three (3) business days. Any deficiencies that are urgent in nature shall be communicated immediately via phone and in writing within twenty-four (24) hours.

Selected firms shall provide JCPS with an annual CapEx plan, by January 31st of each year indicating short term needs due to condition or age as well as a three (3) year and five (5) year outlook (e.g. modernization, switching ceiling lights to LED, etc.).

Selected firm(s) shall provide advice and counsel regarding systems covered within this RFP. JCPS predicts the amount of time a firm spends on this service will be minimal but is important in making decisions about serviceability, best practices, etc.

Noteables

Elevators replaced or modernized during the three years contract will be included with the same level of service.

Evaluation Factors

JCPS will rate Bids based on the following factors (listed in no particular order):

1. Responsiveness to the requirements set forth in this RFP
2. Relevant past performance/experience
3. Cost
4. Technical Approach to Service

Johnston County Public Schools reserves the right to award a service agreement to the bidder that presents the best value.

Johnston County Public Schools reserves the right to reject any and all proposals and discontinue the RFP process without obligation or liability to any potential vendor.

Johnston County Public Schools reserves the right to select the bid(s) which, in its sole judgment, best meets the needs of Johnston County Public Schools.

Johnston County Public Schools reserves the right to accept or reject any one or more items of the bid and/or waive any irregularities or informalities in any bid or in the bidding process.

Johnston County Public Schools reserves the right to award more than one contract to one or more bidders if it is in the best interest of Johnston County Public Schools.

Johnston County Public Schools will make decisions regarding evaluation of the bid.

Johnston County Public Schools also reserves the right to judge and determine whether a request is compliant and has satisfactorily met the requirements of the RFP.

Scope of Work

1. The work described is for a contract to provide maintenance services and all applicable labor and materials required to affect all maintenance and repairs. Firm agrees to furnish all labor, transportation, material, parts, supervision, tools and equipment necessary to provide Preventive Maintenance (PM) and repair services for equipment listed
2. Firms will bid all elevators in their current condition
3. In the future of new schools/locations, new schools/locations will be a part of this contract with reasonable price adjustments made.
4. Contractor must give 48 hours notice when coming on site for planned monthly services
5. If equipment must be down for a pre-planned non-emergency, firm must provide Point of Contact with 1 week notice
6. Firm will provide services to ensure that all elevators are maintained and operated within the manufacturer's original operating characteristics
7. Repair violations indicated in annual Department of Labor inspections

Tasks / Schedule

A. Maintenance and Operations

1. The service performed will consist of routine maintenance of the listed equipment at monthly intervals and will include all cleaning, fluid level checks, lubrication, parts and controls necessary for elevator to function properly
2. Clean Elevator Pits from trash and debris
3. Firm will use Original Manufacturer replacement parts and supplies. Requests to approve "as equal" parts must be approved by the Point of Contact
4. Firm will coordinate with POC on planned services so as to minimize downtime and disruption
5. Defects found during inspection or maintenance covered by this agreement should be fixed immediately or as soon as reasonably possible (e.g. part needs to be ordered)
6. Firm must obtain written approval prior to performing repairs or services not included within the agreement. Work unauthorized will not be paid
7. JCPS reserves the right to competitively bid work outside the scope of this agreement
8. Firm will provide emergency services for all hours and days during this agreement

term. Firm will respond to non-emergency service requests and have a qualified technician on site for service the same day if a call is received before 11am and next business day if received after 11am. Firm will have a qualified technician on site within one (1) hour for entrapments.

9. Firm will maintain a complete, accurate and up to date log of all Preventative Maintenance activities, adjustments, and repairs made to equipment. The log book will be kept in the machine room
10. Firm will evaluate machine rooms for elevator door key and provide if necessary
11. Firm will provide monthly tests of the firefighter's service and record the results of tests in the logbook in the machine room. The tests will be performed in accordance with the applicable addition of the ASME A17.1 code and any supplements
12. Includes providing annual hydraulic testing and report

B. Excluded Equipment

1. Elevator car enclosure, walls, ceilings, handrails, floor coverings and car light fixtures and bulbs
2. Elevator hoistway, entrance frames and sills
3. Smoke and fire sensors and other related equipment not specifically part of the elevator controls
4. Communication device in the car and related equipment not specifically part of the elevator controls

Elevator and School List

School Name	Elevator Type	Serial Number	Model Number	Date of Elevator	Manufacturer
AG Glenn	TAC 20	EX6009	EP06020	11/15/07	ThyssenKrupp
AIG/West Campus	TAC 20				ThyssenKrupp
AIG/West Campus		E51152		8/11/78	Dover
Clayton High School				11/18/77	ThyssenKrupp
Clayton High School	TAC 20	EU9187	EP07020	2/28/06	ThyssenKrupp
Cleveland High School	TAC 20103	EAA231	EP09530	9/15/09	ThyssenKrupp
Corinth High School	TAC 20	EZ0434	EP09530	10/15/09	ThyssenKrupp
Princeton Mid/High	Ascension	J198/A08A1 96R015M	2000	11/7/98	Ascension
Selma Elementary	Room 1114	V1504P210 2039414	V1504-2P	2/21/03	Savaria INC
Smithfield-Selma High				11/6/87	Dover
Smithfield Rec	TAC 20	EY1685	EP09520	1/28/09	ThyssenKrupp
South Johnston High	TAC 20	EY1325	EP08025	7/15/08	ThyssenKrupp
South Johnston High	(old)	E-93811	EP-60-15	7/30/87	Dover
South Johnston High	Lift (Auditorium)	1706035032 1	VPL3353B	6/2017	Bruno

South Johnston High	Lift (CourtYard)	2006035033 2	VPL3353B	6/2020	Bruno
West Johnston High School		5910145	AAA21241U	10/29/01	OTIS

III. Pricing Matrix

Please indicate firm and fixed prices in the table below:

Service	Year 1 Pricing	Year 2 Pricing	Year 3 Pricing	Year 4 Pricing	Year 5 Optional Renewal Pricing	Total Pricing for all 5 Years
RFP	\$	\$	\$	\$	\$	\$
Regular Time*						
Overtime*						
Fixed Trip Charge*						

* For services outside Scope of Work

*Bidder prices must be good for ninety (90) days due to the layered approval process.

NOTE: All prices quoted herein are to remain effective for the entire sixty (60) month term contract. Pricing must include any and all taxes, additional fees and charges. It is understood that the prices quoted herein is the bidders full and complete response to this request for proposal. Requests to make corrections, alterations or clarifications will not be accepted after the bid has been received unless as required by North Carolina Law.

HAND DELIVERY: An original bid document and 2 copies of the bid in a single envelope (3 copies total). Bids should be completely sealed, address envelope, and include bid number as shown below. Hand deliver to Johnston County Public Schools employee at the front desk of Simpson's Building. **The sealed bid must have RFP No. 200-JCPSFS-09092024-CR**, Attn Cynthia Rivera and be received no later than **1:00P.M. on Monday, September 8, 2024**. Bids must be delivered between Monday - Thursday from the hours of 8:00am - 4:30pm and Fridays 8:00am - 4:00pm. JCPS is closed on the weekends.

MAILING INSTRUCTIONS: Mail an original bid document and 2 copies of the bid in a single envelope (3 copies total). Bids should be completely sealed, address envelope, and include bid number as shown below to Purchasing Department located at Simpson's Building 2320 US HWY 70 Business East Smithfield, NC 27577 **RFP No. 200-JCPSFS-09092024-CR**, Attn: Cynthia Rivera no later than **Monday, September 9, 2024 by 1:00 PM (EST)**. All replies must reference RFP No. 200-JCPSFS-09092024-CR (Do not use USPS due to it being sent to our PO Box)

Bidders are welcome to attend the bid opening but bidder presence is not required and no weight or other consideration toward any award decision will be given to any bidder's attendance or absence at the bid opening. The time/date recorder located at JCPS Purchasing Department Located in the Simpson's Building, 2320will be used to record the official time of receipt. **The outside of the sealed envelope or package shall be marked RFP No. and include Vendor Name. It is the responsibility of the bidder to have the bid in this office by the specified time and date of opening.**

DELIVER TO:

Johnston County Public Schools
Purchasing Department
RFP No. 200-JCPSFS-09092024-CR
Attn: Cynthia Rivera
Simpson's Building
2320 US HWY 70 Business East
Smithfield, NC 27577

**VENDOR NAME AND BID NUMBER
MUST BE INDICATED ON THE OUTER
SHIPPING
PACKAGE/CONTAINER/ENVELOPE OR
INSIDE A PACKAGE SEALED
OTHERWISE BID WILL BE REJECTED**

EXECUTION

In compliance with this Request for Proposals, and subject to all the conditions herein, the undersigned offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein. By executing this bid, I certify that this bid is submitted competitively and without collusion (G.S. 143-54), that none of our officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that we are not an ineligible vendor as set forth in G.S. 143-59.1. False certification is a Class I felony.

This submission is an attestation that the entity providing this response is in compliance with state and federal conflicts of interest laws, including N.C.G.S. 14-234. Specifically, the entity attests that it is not owned by a Johnston County Board of Education member or the spouse of a JCBOE Board member with more than a 10% ownership interest or other interest in the entity such that, if selected, the entity would be a party to the contract, derive any income or commission directly from the contract, or acquire property under the contract.

Failure to execute/sign bid prior to submission shall render bid invalid. Late bids are not acceptable.

<u>Bidder Guarantee of Pricing, Terms and Conditions</u>
Bidder acknowledges that all pricing and information contained within are accurate and guaranteed by signing below: (Must be signed by a representative having legal authority to submit bids on behalf of the company)
Vendor Name: _____
Address: _____
Phone No. _____
Email Address: _____
WEB Address: _____
Has your company been debarred, suspended, or otherwise excluded or ineligible from doing business with either the State or Federal Government? Yes ____ No ____
Vendor Authorized Signature: _____ Date: _____
Vendor Authorized Print Name: _____

