



City of Raleigh

Request for Proposals #: 274-RCCPAC23-09-Elevators-Escalators-Lifts

Title: RCCPAC Elevator, Escalator and Lifts Full Maintenance and Services

Submittal Due Date and Time: September 25, 2023 no later than 5:00 PM EST

ADDENDUM NO. 1

Issue Date: September 15, 2023

Issuing Department: Raleigh Convention and Performing Arts Complex

Direct all inquiries concerning this RFP to:

Suzanne Walker
Capital Projects Manager
Email: Suzanne.Walker@raleighnc.gov

City of Raleigh
Addendum #1 to RFP 274- RCCPAC23-09-Elevators-Escalators-Lifts

Issue Date: September 15, 2023

To: All Proposers

This Addendum, containing the following additions, clarifications, and/or changes, is issued prior to receipt of qualification packages and does hereby become part of the original RFP documents and supersedes the original RFP documents in case of conflict.

Receipt of this addendum must be acknowledged by signing in the area indicated below. Please make the follow additions, clarifications, and/or changes to the RFP as listed below and **sign and return this addendum with your submittal package.**

Mandatory Pre-Proposal Conference and Site Visit on September 6, 2023 at 10:00 AM Raleigh Convention Center with attached Sign-In Roster.

Written Questions from Proposers Received

Written Questions Received:

1. **Question: What is the city currently paying for this maintenance contract?**
Answer: The City of Raleigh accepts records requests online. Please review the information available using [Raleigh Records Request](#).
2. **Question: How many callbacks have you had in the last 12 months?**
Answer: Unit demand is variable based on number of events and attendance. Analysis of trends in the last 12 months is not readily available.
3. **Question: Are callbacks during regular time and/or overtime covered under this contract?**
Answer:
 1. **Please reference Section “Tab 6 Cost”:**
 - **The Cost Proposal shall be submitted and contain: Personnel costs (including hourly rates), Shift premium for overtime and holidays if authorized, Personnel costs for assistant or helper for repairs excluding maintenance and testing, Personnel costs for repairs outside the contract, Overtime premium for technician and helper to conduct Full Load tests outside of business hours, Personnel costs for a Technician to lock out an elevator car to allow a third contractor to**

work in and around the elevator pit and/or shaft, Itemized cost of repairs required before assuming Full Service Maintenance, Cost of 24 hour emergency call monitoring if applicable. The Total Cost: A total not to exceed cost representing the maximum amount for all work to be performed must be clearly indicated under this heading.

2. Please reference “Definitions”:

- 4.5.5 Service Call Cut-Off

- Service Calls placed between 7 am and 4 pm will be responded to as straight time or regular time. Service calls placed after 4 pm and before 7 am will be subject to overtime rates.

- 4.5.7 Regular Time/Hours or Straight Time

- The City is open for business from 8 am to 5 pm and expects the Contractor or service provider to support those business hours. Service calls are skewed one hour to allow for response time.

3. Please reference Appendix I Proposal Cost Form – Units and Pricing

- One Monthly Service Cost and One Annual Service Cost per unit is required that include the costs as defined in Section “Tab 6 Cost”.

4. Question: Is there any requirement for annual cleandowns of the escalators?

Answer: It is required that all escalators will be cleaned on a monthly basis.

Please also see section “4.3 Monthly Maintenance Requirements”: All elevators, escalators, lifts under this contract shall be maintained in first-class operating condition and must comply with all code and regulation requirements of the current North Carolina Department of Labor Elevator Division, American Society of Mechanical Engineers, ASME-A17.1, ASME Inspections Manual, ASME-A17.2 as well as all other applicable laws, regulations, ordinances, codes, etc.

Suzanne Walker
Capital Projects Manager

Sign below and return this addendum with your submittal response.

Proposer Name & Company: _____ **Date:** _____

Signature: _____ **Title:** _____

September 6, 2023

Mandatory Pre-Proposal Conference
and Site Visit

SIGN-IN ROSTER

274-RCCPAC23-09-Elevators-Escalators-Lifts

BUSINESS NAME	REPRESENTATIVE	PHONE NUMBER / CELL	EMAIL ADDRESS
Southern Elevator	Jeff Monroe	980.290.8009	jeffm@southernelevator.com
Schindler Elevator	Tyler Purvis	919-623-5251	tyler.purvis@schindler.com
METRO ELEVATOR	K.B. BAILEY	904-480-9150	kbbaily@metro-elevator.com
Otis Elevator	Joe Potts	413-237-7867	joseph.potts@otis.com
Southern Elevator	Danny Kennedy	919-609-3527	dcannyk@southernelevator.com
DC ELEVATOR	DREW HANNAH	704-215-0587	DREW.HANNAH@DCElevator.com
DC Elevator	Brent Miller	919-862-2265	brent.miller@dcelevator.com
TK Elevator	Kristen Carasiti	984.218.4277	Kristen.carasiti@TKElevator.com
TK Elevator	Amanda Jenkins	919-534-6154	Amanda.Jenkins@TKElevator.com
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