



**REQUEST FOR PROPOSALS  
ELEVATOR MAINTENANCE AND REPAIR SERVICES  
PROJECT NO. OM-23-087**

Issued by:

City of Stockton

Public Works Department

22 E. Weber Avenue, Room 301

Stockton, CA 95202

Date Issued: February 6, 2023

Date Proposals Due: February 23, 2023, by 3:00 p.m.

**LATE SUBMITTALS WILL NOT BE ACCEPTED**



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## Elevator Maintenance and Repair Services

### **REQUEST FOR PROPOSALS**

The City of Stockton is requesting proposals to provide elevator maintenance and repair services pursuant to Project No. OM-23-087 and California Code of Regulations, Title 8, Elevator Safety Orders.

The City intends to award a five-year contract to the bidder selected as the most responsible bidder whose response conforms to this Request for Proposals (RFP) and meets the City's requirements.

### **JOB WALK**

No job walk has been scheduled for this project; however, proposers may request to visit sites to view equipment. Please direct requests for site visits to Cristina Pfeffer, Project Manager, via email or phone, at [Cristina.Pfeffer@stocktonca.gov](mailto:Cristina.Pfeffer@stocktonca.gov), or (209) 937-8954.

All questions and/or requests for clarification regarding this project shall be directed to Cristina Pfeffer via email at [Cristina.Pfeffer@stocktonca.gov](mailto:Cristina.Pfeffer@stocktonca.gov) with the subject line "OM-23-087" **no later than 3:00 pm on February 17, 2023.**

Responses to questions and requests for clarification will be emailed no later than **3:00 pm on February 20, 2023.**

### **PROPOSAL DUE DATE**

An electronic copy of the proposal shall be submitted via email **no later than 3:00 pm on Thursday, February 23, 2023**, to the following email addresses:

[Katrina.Cooper@stocktonca.gov](mailto:Katrina.Cooper@stocktonca.gov)  
[Cristina.Pfeffer@stocktonca.gov](mailto:Cristina.Pfeffer@stocktonca.gov)

The subject line of the email shall include: ELEVATOR MAINTENANCE AND REPAIR SERVICES, Project No. OM-23-087.

The Cost Proposal must be a separate electronic document labeled "Cost Proposal," with the project name and number. Late proposals will not be accepted.

### **DESCRIPTION OF WORK**

The City of Stockton is seeking proposals from qualified proposers, hereinafter referred to as the Contractor, to provide complete elevator maintenance and repair services in accordance with the terms, conditions, and specifications contained in Exhibit A, Scope of Work. Contractor will furnish all material, labor, supervision, tools, supplies and equipment necessary to provide full maintenance service, including all inspections, adjustments, tests, parts or component replacements, and repairs to keep the elevators in continuous use at their established capacity and efficiency and for their intended purpose. All maintenance adjustments and repairs shall be in compliance with the latest California



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Code of Regulations, Title 8, Elevator Safety Orders.

### **MATERIALS**

Materials related to all maintenance and repair services as listed in Exhibit A shall be furnished by the Contractor.

### **INSURANCE REQUIREMENTS**

Contractor shall provide insurance in the form and amounts shown on the "Instructions to Proposers" which is posted on Bid Flash as a separate document.

### **CAUSES FOR DISQUALIFICATION**

Any of the following may be considered cause to disqualify a proposal without further consideration:

- A. Evidence of collusion among proposers.
- B. Any attempt to improperly influence any member of the evaluation panel.
- C. Any attempt to communicate in any manner with a City of Stockton elected official during the RFP/bid process will, and shall be, just cause for disqualification/rejection of proposal submittal and considered non-responsive.
- D. A proposer's default in any operation of a professional services contract/agreement which resulted in termination of that agreement.
- E. Existence of any lawsuit, unresolved contractual claim, or dispute between proposer and the City.
- F. No person, firm, or corporation shall be allowed to make or file or be interested in more than one proposal/bid for the same supplies, services, or both; provided, however, that subcontract bids to the principal bidders are excluded from the requirements of this section: Section 3.68.120 of the Municipal Code.
- G. Any exceptions to the insurance requirement may result in a non-responsive proposal.

### **LOCAL BUSINESS PREFERENCE**

Stockton Municipal Code Section 3.68.090 applies to this project. Preference shall be given to the purchase of supplies, materials, equipment, and contractual services from local merchants, quality and price being equal.

Local merchants who have a physical business location within the boundaries of San Joaquin County,



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and who have applied for and paid a business license tax and registration fee pursuant to Stockton Municipal Code Title 5, Chapter 5.08, License Taxes, shall be granted two (2) point preference.

Local merchants who have a physical business location within the boundaries of the City of Stockton, and who have applied for and paid a business license tax and registration fee pursuant to Stockton Municipal Code Title 5, Chapter 5.08, License Taxes, shall be granted five (5) point preference.

### **LICENSING**

A C-11 Elevator Contractor license issued by the California Contractors State License Board is required for this project. Contractor must meet the requirements of a Certified Qualified Conveyance Company (CQCC) and maintain certification issued by the California Department of Industrial Relations.

Any professional certifications or licenses that may be required will be the sole cost and responsibility of the successful proposer.

Contractor shall possess a City of Stockton Business License. Contractor is not required to have the business license to propose on this work. The contractor selected to perform this work must obtain a City of Stockton Business License prior to a purchase order being issued for this work.

### **CONTRACTOR QUALIFICATIONS**

Contractor shall have been established in the elevator maintenance business for a period of at least five (5) years prior to the date of this proposal and have a functioning service operation of sufficient size to execute this contract to the satisfaction of the City. Contractor shall provide workers who meet and maintain the requirements of a Certified Competent Conveyance (Elevator) Mechanic (CCCM) for all applicable work.

**Minimum Age Requirement:** All employees of the Contractor must be a minimum of 18 years of age.

**Conflict of Interest:** The Contractor shall not employ any person who is an employee of the City if the employment of that person would create a conflict of interest.

### **PROPOSAL REQUIREMENTS**

Proposals must include narrative responses to the following requested information:



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### **A. Introduction**

Briefly introduce the proposal, including a statement of the Contractor's approach to providing on-call elevator maintenance and repair services for the City of Stockton. Provide the name of the company submitting the proposal, mailing address, telephone number, email address, and the name of the contact person.

### **B. Statement of Qualifications/Responsiveness**

- a. Describe management personnel's experience with accounts of similar size and scope, company structure, and staff assigned to the resulting agreement. Include a detailed description of your company, employee position categories and current number of employees in each category.
- b. Include an outline of any experience your company has had in meeting the needs of other similarly sized organizations. Detail any involvement, past or current, relative to litigation or other disputes, if any, concerning your performance with any clients to whom your company has provided services.
- c. List all contracts canceled or not extended. State any and all instances of being disqualified, removed, or otherwise prevented from completing the terms of any previous contracts over the past five (5) years. Give names, street addresses, and phone numbers and explain the circumstances.

### **C. Resources and Service Description**

Include a comprehensive description of the resources and methodology that will be used to complete the requested services.

### **D. Staff Process**

- a. Include a work plan of how you will staff and supervise the contracted services.
- b. Provide a complete overview of all training programs provided.
- c. List the full or part-time status of each employee that will be assigned to this Contract as well as a complete organizational chart for your company. Provide information on the training and certifications maintained by each individual.
- d. Describe the designated Contractor's Project or Account Manager's role in the supervision and delivery of contract services as well as the availability of a supervisor and contingency plans when said supervisor is unavailable.

### **E. Liability Issues**



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Discuss how your company handles damage or theft claims.

#### **F. Logistics**

Describe how your company will make available the equipment and parts needed to perform all work, where your company is based and where your company will store parts.

#### **G. Billing Invoicing**

Describe your company's billing and accounting system, as it will relate to this Contract. Describe your capability to customize invoices to meet the City of Stockton's needs. Attach samples of your company's billing forms and invoices.

#### **H. Reports**

Discuss management reports and quality assurance methods and their frequency. Emphasize how you would customize reports for the City that will show work accomplished labor hours and parts consumed by each site. Attach sample reports.

#### **I. Computerized Maintenance Management Systems**

Describe how your company has integrated a customer's provided computerized maintenance management systems for tracking assigned work orders, and resource reporting.

### **CONTRACTOR SELECTION**

A selection committee comprised of Department of Public Works staff will evaluate all proposals. Cost will be a factor in evaluation, but selection is predominantly qualifications-based. Cost proposals will not be opened until after all other categories have been evaluated. Local preference will also be a factor, so Stockton companies are encouraged to submit a proposal.



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### PROPOSAL SCORING CRITERIA

Proposals will be ranked out of 100 total points using a “best value” methodology based on the following categories:

<b>Price (25 points)</b>	Points will be weighted with regard to the annual amount and hourly rate schedule.
<b>Experience (20 points)</b>	Previous experience in providing a superior level of service to like-sized public and/or private entities.
<b>Quality of Work/References (20 points)</b>	Assessments of work quality, performance, and working relationships by current and recent clients that indicate high levels of satisfaction and effectiveness.
<b>Qualifications of Staff (15 points)</b>	Qualifications of proposed staff to be assigned to the project.
<b>Communications Capabilities (10 points)</b>	Well organized communication systems and reporting capabilities that demonstrate an ability to respond to service requests and complete tasks efficiently and effectively, requiring minimal supervision by the City.
<b>Report and Invoices (5 points)</b>	Effectiveness and clarity of sample reports and invoices utilized by the company.
<b>Local Business Preference (2-5 points)</b>	A maximum of 2 points will be given for companies with offices outside of Stockton, but inside San Joaquin County, and 5 points will be given for companies with offices in Stockton, in accordance with Stockton Municipal Code Section 3.68.090.

### COST PROPOSAL

The proposed fee for service shall be submitted as a separate electronic document and include the following information on the templates provided in Exhibit B, Cost Proposal Sheet.

- A. The Monthly Price, Load Test, and Annual Price should reflect fixed rates for the entire five-year term of the Contract. The price quoted shall include all taxes, equipment, materials, supplies and all other charges, including travel expenses. This is the cost the City will pay for the five-year term of any contract that is a result of this RFP.
- B. Bidder shall provide hourly rates for work requested outside of the contract scope. All rates quoted shall include travel time, fuel charges and mileage. No additional charge for travel time, fuel charges or mileage will be acknowledged or paid for by the City.



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### TENTATIVE SCHEDULE

<b>EVENT</b>	<b>DATE</b>
RFP Posted	February 6, 2023
Deadline for Questions & Requests for Clarification	February 17, 2023
Response to Questions & Requests for Clarification	February 20, 2023
Proposals Due	February 23, 2023
Contractor Interviews	Week of February 27, 2023
City Council Approval	May 2023
Contract Becomes Effective	July 1, 2023