



**City of Round Rock, Texas**  
**Purchasing Division**  
221 East Main Street  
Round Rock, Texas 78664-5299  
[www.roundrocktexas.gov](http://www.roundrocktexas.gov)

**INVITATION FOR BID (IFB)**

**ELEVATOR MAINTENANCE AND REPAIR SERVICES**

**SOLICITATION NUMBER 18-036**

**August 2018**

**ELEVATOR MAINTENANCE AND REPAIR**

**PART I**

**GENERAL REQUIREMENTS**

1. **PURPOSE:** The City of Round Rock, herein after “the City” seeks a bid from firms experienced in in elevator maintenance and repair. The elevators will be located at various addresses throughout the City of Round Rock.
2. **BACKGROUND:** The City requires comprehensive maintenance and repair services for a dozen or more elevators of various makes and models. An anticipated Contract award will be made by the City in an amount not-to-exceed \$75,000 per year for an estimated total contract value of \$375,000.
3. **SOLICITATION PACKET: This solicitation packet is comprised of the following:**

Description	Index
Part I – General Requirements	Page(s) 2 – 5
Part II – Definitions, Standard Terms and Conditions and Insurance Requirements	Page 6
Part III – Supplemental Terms and Conditions	Page(s) 7 – 9
Part IV – Specifications	Page(s) 10 – 12
Attachment A – Bid Sheet	Page 13
Attachment B – Reference Sheet	Page 14
Attachment C – Subcontractor Information Form	Page 15
Attachment D – Respondent Questionnaire	SEPARATE ATTACHMENT
Attachment E – City of Round Rock Passenger Elevators (Williamson County)	SEPARATE ATTACHMENT

4. **AUTHORIZED PURCHASING CONTACT:** For questions or clarification of specifications, you may contact:

<p><b>Purchasing Supervisor</b>  <b>Cheryl Kaufman</b>  <b>Purchasing Division</b>  <b>City of Round Rock</b>  <b>Phone: 512-218-5417</b>  <b>Email:</b>  <a href="mailto:ckaufman@roundrocktexas.gov">ckaufman@roundrocktexas.gov</a></p>	<p><b>Purchasing Technician</b>  <b>Amanda Crowell</b>  <b>Purchasing Division</b>  <b>City of Round Rock</b>  <b>Phone: 512-218-5458</b>  <b>Email:</b>  <a href="mailto:acrowell@roundrocktexas.gov">acrowell@roundrocktexas.gov</a></p>
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The individual listed above may be contacted by e-mail for clarification of the specifications only. No authority is intended or implied that specifications may be amended, or alterations accepted prior to solicitation opening without written approval of the City of Round Rock through the Purchasing Department.

5. **SCHEDULE OF EVENTS:** It is the City’s intention to follow the solicitation timeline below.

EVENT	DATE
Solicitation released	August 28, 2018
Optional Pre-Bid meeting	September 6, 2018 @ 10:00 AM CST

Deadline for submission of questions	September 10, 2018 @ 5:00 PM, CST
City responses to questions or addendums	September 13, 2018 @ 5:00 PM, CST
<b>Deadline for submission of responses</b>	September 20, 2018 @ 3:00 PM, CST

All questions regarding the solicitation shall be submitted in writing by 5:00 PM, CST on the due date noted above. A copy of all questions submitted and the City’s response to the questions shall be posted on the City’s webpage in the form of an addendum at:

<https://www.roundrocktexas.gov/businesses/solicitations>

Questions shall be submitted in writing to the “Authorized Purchasing Contact”. The City reserves the right to modify these dates. Notice of date change will be posted to the City’s website:

<http://www.roundrocktexas.gov/bids>

6. **SOLICITATION UPDATES:** Respondents shall be responsible for monitoring the City’s website at <http://www.roundrocktexas.gov/bids> for any updates pertaining to the solicitation described herein. Various updates may include addendums, cancellations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.
  
7. **OPTIONAL PRE-BID MEETING / SITE VISIT AND INSPECTION:** A pre-bid meeting will be conducted to fully acquaint Respondents with the services specified. The pre-bid meeting will be conducted on the date specified in PART I Section 5-Schedule of Events.
  - A. Attendance at the pre-bid meeting is optional. Respondents shall sign-in at the pre-bid meeting to document their attendance. The pre-bid meeting shall initially begin at:  
  
**City of Round Rock - City Hall Council Chambers, 1<sup>st</sup> Floor  
 221 E. Main Street  
 Round Rock, Texas 78664**
  - B. Respondents will be responsible for their own transportation for the pre-bid meeting.
  - C. Respondents are strongly encouraged to bring a copy of the solicitation document with them to the pre-bid meeting / site visit.
  - D. It is the responsibility of the Respondent to examine each facility and determine quantity, amounts, take precise measurements, determine material requirements, equipment requirements, labor requirements and other solicitation related details during said inspections.
  
8. **RESPONSE DUE DATE:** Signed and sealed responses are due at or before 3:00 PM, on the due date noted in PART I, Section 5 – Schedule of Events. Mail or hand deliver sealed responses to:  
  
**City of Round Rock  
 Attn: Cheryl Kaufman  
 Purchasing Department  
 221 E. Main Street  
 Round Rock, Texas 78664-5299**
  - A. Sealed responses shall be clearly marked on the outside of packaging with the Solicitation title, number, due date and “DO NOT OPEN”.
  - B. Facsimile or electronically transmitted responses are not acceptable.
  - C. Responses cannot be altered or amended after opening.
  - D. No response can be withdrawn after opening without written approval from the City for an acceptable reason.
  - E. The City will not be bound by any oral statement or offer made contrary to the written specifications.
  - F. Samples and/or copies shall be provided at the Respondent’s expense and shall become the property of the City.

9. **RESPONDENT REQUIREMENTS:** The City of Round Rock makes no warranty that this checklist is a full comprehensive listing of every requirement specified in the solicitation. This list is only a tool to assist participating Respondents in compiling their final responses. Respondents are encouraged to carefully read the entire solicitation.

Respondent shall submit one (1) evident signed "Original" and two (2) copies of the IFB response and one (1) electronic copy of the IFB response on a flash drive. The submittal is required to include all addendums and requested attachments. The bid response along with samples and/or copies shall be provided at the Respondent's expense and shall become the property of the City.

This invitation for bid (IFB) does not commit the City to contract for any supply or service. Respondents are advised that the City will not pay for any administrative costs incurred in response preparation to this IFB; all costs associated with responding to this IFB will be solely at the interested parties' expense. Not responding to this IFB does not preclude participation in any future RFP/RFQ/IFB.

**For your bid to be responsive, addendums and the attachments identified below shall be submitted with your proposal.**

- Addendums:** Addendums may be posted to this solicitation. Bidders are required to submit signed addendums with their sealed response. The Bidder shall be responsible for monitoring the City's website at <http://www.roundrocktexas.gov/bids> for any updates pertaining to the solicitation.
  - Attachment A- BID SHEET:** The bid response shall be submitted on itemized, signed Bid Sheet provided in the solicitation packet. Failure to complete and sign the bid sheet may result in disqualification. If there is a conflict between the unit price and extended price, the unit price will take precedence. Submission of responses on forms other than the City's Solicitation Document may result in disqualification of the response.
  - Attachment B- REFERENCE SHEET:** Provide the name, address, telephone number and **E-MAIL** of at least three (3) valid Municipal/Government agencies or firms of comparable size that have utilized services that are similar in type and capacity within the last five years. City of Round Rock references are not applicable. References may be checked prior to award. If references cannot be confirmed or if any negative responses are received it may result in the disqualification of submittal.
  - Attachment C- SUBCONTRACTOR INFORMATION FORM:** Provide a completed and signed copy of the Subcontractor Information Form.
  - Attachment D- RESPONDENT QUESTIONNAIRE:** Fully respond to each question and request for information on this sheet. Response to this document will be worth 40 points of the total 100 points available for evaluation.
- Attachment E- City of Round Rock Passenger Elevators (Williamson County)** is for reference only. This list is not all-inclusive, and the City reserves the right to add additional elevators to the resulting Contract.

10. **BEST VALUE EVALUATION AND CRITERIA:** The City reserves the right to reject any or all responses, or to accept any response deemed most advantageous, or to waive any irregularities or informalities in the response received that best serves the interest and at the sole discretion of the City. All solicitations received may be evaluated based on the best value for the City. In determining best value, the City may consider:

- A. Purchase price;
- B. Reputation of Respondent and of Respondent's goods and services;
- C. Quality of the Respondent's goods and services;
- D. The extent to which the goods and services meet the City's needs;
- E. Respondent's past performance with the City;
- F. The total long-term cost to the City to acquire the Respondent's goods or services;
- G. Any relevant criteria specifically listed in the solicitation.

H. **EVALUATION FACTORS**- Total of 100 points:

- Cost = 60 points
- Response to Attachment D – Respondent Questionnaire = 40 points total distributed amongst the following values:
  - Training and Development = 10 points
  - Vehicle and Equipment List = 5 points
  - Company and Individual Work Experience = 25 points

Respondents may be contacted for clarification of bid and/or to discuss details of the services they are proposing. This may include a presentation and/or the request for additional material/information.

**11. CONFIDENTIALITY OF CONTENT**: As stated in Section 16 of City of Round Rock Purchasing Definitions, Standard Terms and Conditions, all documents submitted in response to a solicitation shall be subject to the Texas Public Information Act. Following an award, responses are subject to release as public information unless the response or specific parts of the response can be shown to be exempt from the Texas Public Information Act. Pricing is not considered to be confidential under any circumstances

- A. Information in a submittal that is legally protected as a trade secret or otherwise confidential must be clearly indicated with stamped, bold red letters stating "CONFIDENTIAL" on that section of the document. The City will not be responsible for any public disclosure of confidential information if it is not clearly marked as such.
- B. If a request is made under the Texas Public Information Act to inspect information designated as confidential, the Respondent shall, upon request from the City, furnish sufficient written reasons and information as to why the information should be protected from disclosure. The matter will then be presented to the Attorney General of Texas for final determination.

**12. CERTIFICATE OF INTERESTED PARTIES**: Section 2252.908 of the Texas Government Code requires the successful offeror to complete a Form 1295 "Certificate of Interested Parties" that is signed for a contract award requiring council authorization. The "Certificate of Interested Parties" form must be completed on the Texas Ethics Commission website, printed, signed and submitted to the City by the authorized agent of the Business Entity with acknowledgment that disclosure is made under oath and under penalty of perjury prior to final contract execution. Link to Texas Ethics Commission Webpage:  
[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

**PART II**  
**DEFINITIONS, STANDARD TERMS AND CONDITONS**  
**AND INSURANCE REQUIREMENTS**

1. **DEFINITIONS, STANDARD TERMS AND CONDITIONS:** By submitting a response to this solicitation, the Respondent agrees that the City's Definitions, Standard Terms and Conditions, in effect at the time of release of the solicitation, shall govern unless specifically provided otherwise in a separate agreement or on the face of a purchase order. Said Definitions, Terms and Conditions are subject to change without notice. It is the sole responsibility of Respondents to stay apprised of changes. The City's Definitions, Standard Terms and Conditions can be viewed and downloaded from the City's website at: <https://www.roundrocktexas.gov/departments/purchasing>
  
2. **INSURANCE:** The Respondent shall meet or exceed all insurance requirements set forth in Standard Insurance Requirements. The City's Standard Insurance Requirements document can be viewed and downloaded from the City's website at: <https://www.roundrocktexas.gov/departments/purchasing>

**PART III**  
**SUPPLEMENTAL TERMS AND CONDITIONS**

1. **AGREEMENT TERM:** The term of the awarded agreement shall include but not be limited to the following:
  - A. The term of the Agreement shall begin from date of award and shall remain in full force for sixty (60) months.
  - B. Upon expiration of the contract term, the Contractor agrees to hold over under the terms and conditions of this agreement for such a period as is reasonably necessary to re-solicit and/or complete the project up to 90 days.
  
2. **RESPONDENT QUALIFICATIONS:** The City has established the following minimum qualifications. Respondents who do not meet the minimum qualifications will not be considered for award. The Respondent shall:
  - A. Be firms, corporations, individuals or partnerships normally engaged in providing elevator maintenance and repair as specified herein;
  - B. Have adequate organization, facilities, equipment, financial capability, and personnel to ensure prompt and efficient service to the City;
  - C. Have a permanent address located within the Williamson/Travis county or surrounding areas.
  - D. Provide all labor, supplies and materials required to satisfactorily perform the services as specified herein and own or acquire at no cost to the City all construction aids, appliances, and equipment Respondent deems necessary and maintain sole responsibility for the maintenance and repair of Respondent's vehicles, equipment, tools and all associated costs. The City shall not be responsible for any Respondent's tools, equipment or materials lost or damaged during the performance of the services specified herein;
  - E. Contractor shall be a registered Vendor with the Texas Department of Licensing and Regulation (TDLR) in accordance with the Texas Health & Safety Code, chapter 754, Subchapter B, Section 754.0171, and should provide documentation of all suspensions, violations, or investigations by the TDLR within the last five years as an attachment in response to this solicitation.
  - F. Contractor shall be a commercial elevator business engaged in providing elevator maintenance and repair services for a minimum of five continuous years.
  
3. **SUBCONTRACTORS:** If Subcontractors will be used the Respondent is required to complete and submit with their bid response Attachment C: Subcontractor Information Form. The Contractor shall be fully responsible to the City for all acts and omissions of the Subcontractors just as the Contractor is responsible for the Contractors own acts and omissions. The Contractor shall:
  - A. Require that all deliverables to be provided by the Subcontractor be provided in strict accordance with the provisions, specifications and terms of the Contract;
  - B. Require that all Subcontractors obtain and maintain, throughout the term of their agreement, primary insurance in the type and amounts specified for the Vendor, with the City being named as an additional insured; and
  - C. Require that the Subcontractor indemnify and hold the City harmless to the same extent as the Contractor is required to indemnify the City.
  - D. Awarded Contractor is required to submit a list of all subcontractors for approval by the City prior to use of any subcontractors throughout the term of the contract.
  
4. **RETAINAGE:** The City will withhold 10 percent (%) retainage until completion of all work required by the Contract. The Contractor's invoice shall indicate the amount due, less the retainage. Upon final acceptance of the work, the Contractor shall submit an invoice for the retainage to the City and payment will be made as specified in the Contract. Payment of the retainage by the City shall not constitute nor be deemed a waiver or release by the City of any of its rights and remedies against the Contractor for recovery of amounts improperly invoiced or for defective, incomplete or non-conforming work under the Contract.

5. **SAFETY**: The City reserves the right to remove any employee from City property for violation of federal, state, and local health, safety and environmental laws, ordinances, rules and regulations. The Respondent shall:
- A. Ensure that all employees comply with all Occupational Safety and Health Administration (OSHA), State and City safety and occupational health standards and other applicable federal, state, and local health, safety, and environmental laws ordinances, rules and regulations in the performance of these services;
  - B. Be held responsible for the safety of their employees and unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site. In case of conflict, the most stringent safety requirement shall govern;
  - C. Indemnify and hold the City harmless from and against all claims, demands, suits, actions, judgments, fines penalties and liability of every kind arising from the breach of the Successful Respondents' obligations under this paragraph.
6. **WORKFORCE**: Successful Respondent shall:
- A. Ensure Respondent's employees perform the services in a timely, professional, and efficient manner;
  - B. Ensure Respondent's employees, while working on City property, wear a company uniform that clearly identifies them as the Respondent's employee;
  - C. Employ all personnel for work in accordance with the requirements set forth by the United States Department of Labor. The City reserves the right to verify citizenship or right to work in the United States.
7. **PRICING**: The Respondent shall determine and submit a fixed cost for the work and shall include all incidental costs, labor, overhead charges, travel, payroll expenses, freight, equipment acquisition and maintenance, demurrage, fuel surcharges, delivery charges, costs associated with obtaining permits, insurance, bonds and risk management. No separate line item charges shall be permitted for either response or invoice purposes.
8. **PRICE INCREASE**: Contract prices for elevator maintenance and repair shall remain firm throughout the initial twelve (12) month term of the contract. A price increase to the agreement may be considered on the anniversary date of the Contract each year and shall be equal to the consumer price index for that year, but at no time can the increase be greater than 15% for any single line item.
- A. **Consumer Price Index (CPI)**: Price adjustments will be made in accordance with the percentage change in the U.S. Department of Labor Consumer Price Index (CPI-U) for all Urban Consumers. The price adjustment rate will be determined by comparing the percentage difference between the CPI in effect for the base year six-month average (January through June OR July through December); and each (January through June OR July through December six month average) thereafter. The percentage difference between those two CPI issues will be the price adjustment rate. No retroactive contract price adjustments will be allowed. The Consumer Price Index (CPI) is found at the Bureau of Labor Statistics, Consumer Price Index website: <http://www.bls.gov/cpi>
  - B. **Procedure to Request Increase**:
    - i. Mail the written price increase request with the rate detail comparison and comprehensive calculation and any supporting documentation to the designated City Contract Specialist a minimum of 45 days prior to the annual Contract anniversary date. The detailed written calculation will be verified and confirmed. All written requests for increases must include the City of Round Rock contract number, solicitation reference information and contact information for the authorized representative requesting the increase. Price increase requests shall be sent by mail to:

**City of Round Rock  
Purchasing Department  
Attn: Contract Specialist  
221 East Main Street  
Round Rock, TX 79664-5299**



- ii. Upon receipt of the request, the City reserves the right to either, accept the escalation and make change to the purchase order within 30 days of the request, negotiate with the Vendor or cancel the agreement or purchase order if an agreement cannot be reached on the value of the increase.

9. **PERFORMANCE REVIEW:** The City reserves the right to review the awarded respondents' performance anytime during the contract term.
10. **ACCEPTANCE/INSPECTION:** Acceptance inspection should not take more than five (5) working days. The awarded respondent will be notified within the time frame if the services delivered are not in full compliance with the specifications. In the event the services are not performed to the satisfaction of the City; the vendor shall agree to reperform services to specification at no additional cost to the City. If any agreement or purchase order is cancelled for non-acceptance, the needed services may be purchased elsewhere, and the vendor may be charged liquidated damages.
11. **ORDER QUANTITY:** The quantities shown on the solicitation are estimates only. No guarantee of any minimum or maximum purchase is made or implied. The City will only order the services/goods needed to satisfy requirements within budgetary constraints, which may be more or less than indicated.
12. **PERMITS:** The Successful Respondent shall verify and obtain all necessary permits, licenses, and/or certificates required by federal, state and local laws, ordinances, rules or regulations for the completion of the services as specified if required for the project.
13. **AWARD:** The City reserves the right to enter into an Agreement or a Purchase Order with a single award, split award, primary and secondary award, non-award, or use any combination that best serves the interest and at the sole discretion of the City. Award announcement will be made upon City Council approval of staff recommendation and executed agreement. Award announcement will appear on the City's website at <http://www.roundrocktexas.gov/bids>.
14. **POST AWARD MEETING:** The City and Successful Respondent(s) may have a post award meeting to discuss, but not be limited to the following:
  - A. The method to provide a smooth and orderly transition of services performed from the current contractor;
  - B. Provide City contact(s) information for implementation of agreement.
  - C. Identify specific milestones, goals and strategies to meet objectives.
15. **POINT OF CONTACT / DESIGNATED REPRESENTATIVE:**
  - A. **Contractor's point of contact:** To maintain consistent standards of quality work performed across the City, the City shall be provided with a designated and identified point of contact upon award of the contract to include contact information. The City's designated representative shall be notified by the Respondent immediately should the point of contact change.
  - B. **The City's designated representative:**

**Pete Dominguez**  
**Facility Manager**  
**General Services**  
**Phone: 512- 341-3144**  
**E-mail: [pdominguez@roundrocktexas.gov](mailto:pdominguez@roundrocktexas.gov)**

**PART IV  
SPECIFICATIONS**

**1. PURPOSE**

The City of Round Rock, herein after "the City" seeks a bid from firms experienced in in elevator maintenance and repair. The elevators will be located at various addresses throughout the City of Round Rock.

**2. CONTRACTOR REQUIREMENTS**

- A. Contractor shall provide a Single Point of Contact (SPOC), who is skilled, knowledgeable, and has experience with providing maintenance and repair services for elevators. The SPOC shall serve as the main point of contact for all services.
- B. Contractor shall ensure that personnel assigned to work under this contract have a minimum of three (3) years' experience in all critical mechanical, electrical, electronic, and microprocessor elements of Schindler, Dover, and TKE elevators.
- C. Contractor's employees and representatives shall wear a standard company uniform, safety shoes, and have company issued photo identification clearly displayed while conducting services on any City worksites. Uniforms shall be clean, consistent in appearance, and have the Contractor's name or logo clearly displayed.

**3. SCOPE OF WORK**

- A. The Contractor shall perform all steps necessary to protect persons and property from risk of harm due to a problem with an elevator.
- B. The Contractor shall maintain the elevators in accordance with all federal, state, and local codes. These include, but are not limited to:
  - American National Standards Institute (ANSI) Safety Code A17.1, or the latest ANSI revision referring to elevator and escalator equipment maintenance and inspection,
  - Americans with Disabilities Act (ADA)
  - American Society of Mechanical Engineers (ASME) A17.1 - Safety Code for Elevators and Escalators,
  - ASME A17.3 - Safety Code for Existing Elevators and Escalators,
  - National Fire Protection Association (NFPA) Supplement 4- Life Safety Code Handbook,
  - Underwriters Laboratories (UL) Standard 104 - Elevator Door Locking Devices and Contacts,
  - UL Standard 1084 - Outline of Investigation for Hoistway Cables.
  - American Standard Safety Code for Elevators & Escalators
- C. In the event of conflict between this Scope of Work, the Manufacturer's Literature, or any applicable codes, the more stringent terms or revisions shall apply unless otherwise notified in writing by the City.
- D. The Contractor shall perform all preventative maintenance listed in the various elevator maintenance manuals at the frequencies identified and prescribed.
- E. The price for all preventative maintenance services shall include labor, parts, and consumables, including oil and grease. Safety Data Sheets (SDS) shall be provided when oils, grease, or other chemicals are used.
  - i. Any parts, which a preventative maintenance inspection determines must be replaced, (outside of parts required for preventative maintenance), shall be quoted to the City in writing, and submitted separately as corrective repair issues, on an as needed basis.
  - ii. Materials mark-up shall be capped at 20% of Contractor cost and shall include freight, shipping, and handling costs.
- F. The Contractor shall perform corrective repair services on the elevators when specifically requested by the City. All corrective repair services NOT considered an emergency or entrapment shall be conducted during scheduled standard working hours unless otherwise specified by authorized City personnel.

- G. Contractor shall provide hourly rates for preventive maintenance services and repair service labor rates and after-hours rates.

#### **4. PREVENTATIVE MAINTENANCE**

- A. Standard work hours under this contract shall be defined as the hours from 7:00 a.m. to 6:00 p.m. CST Monday through Friday, except for City-observed holidays. All preventative maintenance services shall be scheduled with designated staff and shall be completed within the standard work hours unless otherwise specified by authorized City personnel.
- B. Contractor shall provide preventative maintenance to the elevators per the OEM instruction manuals including change oil, lubricate equipment, and adjust elevator parts and components, etc.
- C. Contractor shall examine elevator equipment and review the following for optimum operation:
- Control and landing position systems
  - Signal fixtures, lighting, sensors
  - Machines, drives, motors, governors, sheaves, and ropes
  - Power units, pumps, valves, and jacks
  - Car and hoistway door operating devices and door protection equipment
  - Identify leaks
  - Loadweighers, car frames and platforms, and counterweights
  - Safety mechanism
- D. Contractor shall clean doors, jibs, sills and other parts to eliminate debris and maintain proper functioning of elevators.
- E. Contractor shall document all work performed on the "Maintenance Task & Records" logs provided with each controller and report findings via a detailed list of services and replaced parts/component that were applied to each preventative maintenance service call along with the invoice.

#### **5. CORRECTIVE REPAIRS**

- A. Contractor shall re-lamp all signals as required during regularly scheduled visits and repair or replace components worn due to normal wear and tear.
- B. Should the occasion arise, the Contractor shall return a vandalized elevator to good working order.
- C. Contractor shall replace all worn, failed, or broken parts. All replacement parts shall be identical, of equal quality and design, or superior to the parts replaced. Replacement parts may be new or reconditioned if OEM parts are unavailable.
- D. Contractor shall be responsible for all replacement parts, including OEM and proprietary parts, as required by this Contract. If during the term of the Contract, certain elevator or escalator components become obsolete and new OEM parts may not be available, the Contractor may provide rebuilt OEM parts or use new parts of another manufacturer with prior written approval from the City's designated contact. In all cases, rebuilt or reconditioned parts must be equal in quality, operation, and performance to original or OEM parts and free from defects.
- E. Contractor shall make repairs of the following nature; this list is not all-inclusive:
- Replace Braille chicklet (push buttons)
  - Repair faulty signals
  - Install key switch bezels
  - Wiring issues (elevator stuck with doors open, replaced power supply, reset tripped overload)
  - Replace boards (DMC expansion boards, PLC board).
  - Software installation
  - Replace housings
  - Install ADA phones
  - Replace pickup roller
  - Adjust doors
  - Adjust door motors

- Replace doors

6. **ANNUAL SAFETY TEST**: Contractor shall test equipment as outlined in the American Standard Safety Code for Elevators & Escalators. The Contractor will perform governor and safety tests on traction elevators once per year and relief pressure test on hydraulic elevators once per year.

7. **EMERGENCY OR AFTER-HOURS REPAIRS**:

- A. The hours between 6:01 PM and 6:59 AM CST Monday through Friday, weekends, and City-observed holidays are considered "after-hours."
- B. The Contractor shall respond to emergency repairs verbally within 20 minutes and, if necessary, be on site within 45 minutes.
- C. The Contractor shall follow elevator entrapment protocol.
- D. The Contractor shall receive authorization to perform after-hours repairs and maintenance from the City-designated representative or their delegated representative.

**ATTACHMENT A**  
**BID SHEET**

1. **ATTACHMENT A – BID SHEET** is posted in Solicitation Documents for IFB 18-036 Elevator Repair and Maintenance in an Excel format on the City of Round Rock website at:  
<https://www.roundrocktexas.gov/departments/purchasing/purchasing-active-solicitations>
  - 1.1 To be considered responsive Attachment A- Bid Sheet must be completed, signed by an authorized representative and returned by the deadline for submission of response indicated in Part I Section 5 – Schedule of Events. No unauthorized modifications may be made to the bid sheet.
  - 1.2 The Respondent, by submitting and signing Attachment A – Bid Sheet, acknowledges that he/she has received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.
  - 1.3 To do business with the City of Round Rock you must be registered with the City’s Vendor Database. To register, go to: <https://roundrock.munisselfservice.com/Vendors/default.aspx>
  - 1.4 By the signature affixed on Attachment A-Bid Sheet, the Respondent hereby certifies that neither the Respondent nor the entity represented by the Respondent, or anyone acting for such entity has violated the antitrust laws of this State, codified in Section 15.01 et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly, the response made to any competitor or any other person engaged in such line of business."
  - 1.5 The Respondent agrees, if this Offer is accepted within 120 calendar days after the Due Date, to fully comply in strict accordance with the Solicitation, specifications and the amounts shown on bid sheet.

**ATTACHMENT B:  
REFERENCE SHEET**

**PLEASE COMPLETE AND RETURN THIS FORM WITH THE SOLICITATION RESPONSE**

**SOLICITATION NUMBER:** \_\_\_\_\_

**RESPONDENT'S NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Provide the name, address, telephone number and **E-MAIL** of at least three (3) valid Municipal/Government agencies or firms of comparable size that have utilized services that are similar in type and capacity within the last two (2) years. City of Round Rock references are not applicable. References may be checked prior to award. If references cannot be confirmed or if any negative responses are received it may result in the disqualification of submittal.

1. Company's Name \_\_\_\_\_  
Name of Contact \_\_\_\_\_  
Title of Contact \_\_\_\_\_  
**E-Mail Address** \_\_\_\_\_  
Present Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

2. Company's Name \_\_\_\_\_  
Name of Contact \_\_\_\_\_  
Title of Contact \_\_\_\_\_  
**E-Mail Address** \_\_\_\_\_  
Present Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

3. Company's Name \_\_\_\_\_  
Name of Contact \_\_\_\_\_  
Title of Contact \_\_\_\_\_  
**E-Mail Address** \_\_\_\_\_  
Present Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

**FAILURE TO PROVIDE THE REQUIRED INFORMATION WITH THE SOLICITATION RESPONSE MAY AUTOMATICALLY DISQUALIFY THE RESPONSE FROM CONSIDERATION FOR AWARD.**

**ATTACHMENT C**  
**SUBCONTRACTOR INFORMATION FORM**

**COMPLETE AND RETURN THIS FORM WITH THE SOLICITATION RESPONSE**

**SOLICITATION NUMBER:** \_\_\_\_\_

**RESPONDENT'S NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

- **CIRCLE ONE - NO, I WILL NOT USE SUBCONTRACTORS ON THIS CONTRACT** **NO**

**YES, I INTEND TO USE SUBCONTRACTORS ON THIS CONTRACT** **YES**

If yes complete the information below

1. Subcontractor Name \_\_\_\_\_  
Name of Contact \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number (        )                      Fax Number: (        )  
Describe work to be performed \_\_\_\_\_  
Percentage of contract work to be performed \_\_\_\_\_ %

2. Subcontractor Name \_\_\_\_\_  
Name of Contact \_\_\_\_\_  
Title of Contact \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number (        )                      Fax Number: (        )  
Describe work to be performed \_\_\_\_\_  
Percentage of contract work to be performed \_\_\_\_\_ %

- *Add additional pages as needed*