



**JACKSON STATE UNIVERSITY
Request for Proposals (RFP) 24-03
Elevator Maintenance Program**

ISSUE DATE: May 30, 2023

ISSUING AGENCY: Office of Purchasing and Travel
Jackson State University
1400 John R. Lynch Street
Jackson, MS 39217

Sealed proposals, subject to the conditions made a part hereof, will be received until **Friday, July 14, 2023 at 11:00 a.m. in the JSU Office of Purchasing and Travel**, same address as above, for furnishing services as described herein.

IMPORTANT NOTE: Indicate firm name and RFP number on the front of each sealed proposal envelope or package.

All inquiries regarding this RFP should be directed to:

Emily Tschiffely
Director of Procurement Services
601-979-0978
emily.c.tschiffely@jsums.edu

AND

Brenda Nash-Jefferson
Contracts Specialist
601-979-0699
brenda.l.nash-jefferson@jsums.edu

Any addendum associated with this RFP will be posted at <https://www.jsums.edu/finance/bid-information/> located under RFP 24-03. It is the respondent's responsibility to assure that all addenda have been reviewed and, if applicable, signed and returned.

Note: Questions concerning this RFP must be submitted in writing and will be accepted until **June 19, 2023 at 5:00 p.m.** A summary of all questions and answers will be posted at <https://www.jsums.edu/finance/bid-information/> as an addendum located under RFP 24-03 by **June 26, 2023 at 5:00 p.m.**

RFP Response Checklist – Include these items in your response to RFP 24-03:

All submissions must include one clearly marked “Original” response, an electronic copy in PDF files on a flash drive, and three (3) identical copies of the complete proposal. All response packages must be clearly labeled with “Elevator Maintenance”, the Vendor’s name and “RFP 24-03.”

_____ (a) Submission Cover Sheet APPENDIX A, signed and dated accompanied by a Cover Letter indicating the scope of the proposal. In addition, the letter should include a statement indicating the ability to comply with all requirements of this RFP and acceptance of JSU’s standard contract. The letter should include a statement of exceptions to any of the terms and conditions outlined in this RFP, if needed. Cover letter should explain why your firm would be the best choice for JSU. Any corporate-wide programs, performance standards and metrics, unique features, key initiatives, and the corporate support structures pertinent to JSU should be included.

_____ (b) Vendor Response to Management Requirements Questionnaire plus an overview of vendor qualifications, organizational profile (including operation under other Vendor names providing the same or similar services) and organizational chart. Describe how the organizational structure will ensure orderly communications, distribution of information, and effective coordination of activities, accountability, and decision-making authority.

_____ (c) References: Provide three (3) similar or like clients as references, for which Respondent has performed (or is currently performing) work similar in nature and scope within the last five (5) years. Information should include:

- Institution
- Institution’s Address
- Contact name, telephone number, and email
- Similarity with scope and size of the JSU
- Length of time services have been provided

_____ (d) **In a separately sealed envelope** – Technical & Cost Specifications Response – This should include a completed Appendix B: *Maintenance Specification and Cost* as well as all information in response to each specification listed herein. **NO INFORMATION IDENTIFYING THE VENDOR SHALL BE INCLUDED.**

The proposal package must be received on or before 11:00 a.m. on July 14, 2023. It is the responsibility of the respondent to ensure that the proposal package arrives in the Office of

RFP 24-03 Elevator Maintenance Program

Due: Friday, July 14, 2023 at 11:00 a.m.

Purchasing and Travel prior to the date and time indicated above. The proposal package should be delivered or mailed to:

OFFICE OF PURCHASING AND TRAVEL
JACKSON STATE UNIVERSITY
1400 John R. Lynch Street
Jackson, MS 39217

When using a delivery service or hand delivering, the address is: H.P. Jacobs Administration Tower, 4th Floor, Office of Purchasing & Travel, Jackson State University, 1400 John R. Lynch Street, Jackson, MS 39217. Deliveries can be made during this office's normal business hours of 8:00 a.m. to 5:00 p.m.

JSU reserves the right to reject any and all proposals and to waive informalities and minor irregularities. JSU may accept any portion of a proposal or all items, if deemed in the best interest of the University to do so.

In addition, the proposer shall not be in contact with any other Jackson State University representative(s) other than the listed contacts during this procurement process.

Proposals received after the stated due date and time will not be accepted. Submission via facsimile or other electronic means will not be accepted.

UNIVERSITY OVERVIEW

Jackson State University is a 4-year Carnegie High Research Public University located in Jackson, MS. The University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Bachelors, Masters, Education Specialist, Doctor of Education, and Doctor of Philosophy degrees. JSU is organized under the leadership of its Acting President, Elayne H. Anthony, Ph.D. For an expanded view of JSU and its programs, please visit the JSU web site at www.jsums.edu.

STATEMENT OF PURPOSE

Jackson State University is seeking proposals from qualified elevator maintenance companies to execute a comprehensive maintenance program for all elevators throughout the campus. The contract shall cover only the elevators listed in this bid. The Owner reserves the right to install and initially service newly purchased equipment through the facilities of the manufacturer or other party from whom the equipment is obtained.

SCOPE OF SERVICES REQUIRED & TERM OF CONTRACT

It is the intent of this RFP to maintain at least one qualified contractor to execute a comprehensive maintenance program for all elevators throughout the campus, to include a forty-hour (40hr) per week resident elevator mechanic to implement the maintenance program and respond to all service calls. 160 hours per month of pro-active preventative maintenance shall be provided including months where the regular mechanic is on vacation.

Pricing should include itemized costs (with and without a resident technician). This full-service maintenance agreement bid request covers up to sixty (60) elevators, and five (5) vertical platform lifts. Bidders shall have a minimum of a ten-year record of successful work experience in the State of Mississippi, installing and/or servicing the elevator types as listed in Appendix A. The contractor shall examine each elevator to determine the condition of the elevator prior to providing rates for maintenance. The contractor shall also provide a written maintenance control program (MCP), which will include tasks and frequencies to regularly and systematically examine, adjust, lubricate and clean the elevators at a time agreeable to the Owner, and if conditions necessitate, repair or replace parts and equipment. No adjustments to the price shall be allowed for the initial twenty-four-month period of the agreement. Subcontracting shall not be allowed.

TECHNICAL SPECIFICATIONS

The proposal shall set forth methods, plans and costs as outlined in *Appendix B: Maintenance Specification and Cost*.

Additional Requirements: Address these in the response and INCLUDE WITH TECHNICAL & COST SPECIFICATIONS RESPONSE

The contractor shall regularly and systematically examine, adjust, lubricate and clean the elevators at a time agreeable to the Owner, and if conditions necessitate, repair or replace parts and equipment with the following exceptions:

The repairing, refinishing or replacing of cab enclosures, cab floors, cab door panels, hoist way door panels, frames and sills, hydraulic cylinders, and power switches and feeder to the controller.

Callbacks, repairs, modifications, adjustment and replacement of system components due to vandalism, or misuse.

Ingress of water into the elevator equipment or equipment spaces.

Contractor will furnish JSU with a written, annual schedule of proactive preventive maintenance tasks. The schedule shall be the Contractor's written Maintenance Control Program (MCP) logs for each elevator. The MCP shall contain, but is not limited to the following:

Examinations, maintenance, and tests of equipment at scheduled intervals in order to ensure that the installation conforms to the requirements of applicable safety standards and the maintenance needs of the equipment. The maintenance procedures and intervals shall be based on the following:

- 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 Safety Integrity Level (SIL) rated devices or circuits.

Cleaning, lubricating, and adjusting applicable components at regular intervals and repairing or replacing all worn or defective components where necessary to maintain the installation in compliance with the requirements of code.

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 the responsible party.

The maintenance records required by ASME A17.1 Section 8.6 shall be kept at a central location and be made available to JSU upon request. The Maintenance Control Program shall be accessible to the elevator personnel and shall document compliance with ASME A17.1 Section 8.6.

Procedures for tests, periodic inspections, maintenance, replacements, adjustments, and repairs for all SIL rated Electrical/Electronic/Programmable Electronic System (E/E/PES) electrical protective devices and circuits, where required; shall be incorporated into and made part of the Maintenance Control Program. See 2.26.4.3.2, 2.26.9.4, 2.26.9.5.1(b), and 2.26.9.6.1(b).

Where unique or product-specific procedures or methods are required to inspect or test equipment, such procedures or methods shall be included in the Maintenance Control Program.

The MCP will be reviewed and updated annually by the Contractor's superintendent. Any changes to preventive maintenance schedules will be communicated to and approved by the JSU designated representative in writing 30 days prior to scheduled task.

Contractor will maintain an accurate log of all work, including preventive maintenance performed, repairs, adjustments and details of callback service. Scheduled preventive maintenance operations and associated checklists shall be computer-based, except where the MCP requires logs onsite.

Contractor will provide JSU with a copy of its standard monthly customer report of service calls for the equipment, listed per unit. Onsite technicians will be expected to respond to all calls from JSU representative in a timely fashion during business hours. Email or electronic data is acceptable provided it is readily available and current. This report shall be provided by the 15th of each month.

Contractor will provide Jackson State University designated representative with a summary of issues tracked through Contractor's real-time analytic software, where available. These reports will provide statistical data on average call waiting times by time of day and by floor for thirty (30) minute periods during a normal workday in the building.

The schedule of inspection and maintenance operations shall be followed in carrying out the performance of this contract. This schedule constitutes the minimum of operations and frequency of performance to be provided. Additional services may be required in order to comply with performance and safety requirements. Contractor will ensure procedures and frequency of inspections and service will be as per manufacturer's latest recommendations.

Elevator hoist ropes and/or suspension means, including belts; shall be inspected and maintained according to the ASME A17.6 Standard for Elevator Suspension, Compensation, and Governor Systems. Replacement criteria shall follow the A17.6 nonmandatory Appendix A. Rope lubricators shall be installed and maintained as required by the original design and environmental conditions.

It is expected that the above work will be performed during normal daytime working hours of the elevator trade, 8:00 am to 5:00 pm Monday through Friday, excluding holidays. It is expected that the assigned contractor will sign in and out each day on campus premises.

When required, emergency callback service shall be provided during the normal working hours stated above at no additional cost to the Owner.

Emergency callbacks requested and/ or any examinations, adjustments or repairs conducted at the specific request of the Owner, during overtime hours shall be billed to the Owner at a rate equal to the difference between the regular and overtime rate listed on the contractor's bid form. Callbacks on overtime are included for the following:

- a. Passenger Entrapments
- b. Two or more elevators out of service in any elevator group

Response times:

- a. During the regular working hours of the trade, callbacks shall be responded to within sixty minutes from the time of notification from the purchaser for equipment failure.
- b. During the regular working hours of the trade, callbacks for passenger entrapments shall be responded to immediately. Entrapment calls shall be responded to in no later than 30 minutes from the time of notification from the purchaser.
- c. After hours call backs shall be responded to within 45 minutes from the time of notification from the purchaser for entrapments. Equipment failure shall be left down until the next business day unless the Purchaser authorizes overtime callback repair work.

Callbacks are defined as any request for service or assistance by the Purchaser or Purchaser's representative when any equipment is not available for use due to being shut down or malfunctioning.

The cost of materials and labor for the installation of any attachments or features required by insurance companies or by governmental authorities, or for any parts of items which may be damaged by vandalism, misuse, fire, theft, water, or an Act of God, shall not be included in the contract price for this maintenance service. However, it is understood that the contractor shall be required to furnish the parts at a cost not to exceed the current market price for the parts and the labor for the installation of the parts at the hourly rates established in the bid.

The Owner shall approve all necessary examination forms to be used by the contractor in order to ensure compliance with the above specifications. These forms will be filed in the elevator machine room for each elevator and shall become property of the Owner.

If the maintenance level is questioned by the Owner, a State of Mississippi Licensed Elevator Inspector may be called to verify possible negligence on the part of the contractor. If the alleged negligence is verified, the costs of such inspection and corrective action will be borne by the contractor.

Evaluation standards shall be met to assure that the elevators are maintained at a performance level in line with the original design:

- A. Door Performance: In evaluating the door performance, complete door opening and closing times will be used. A determination that the doors open and close smoothly without slamming will also be required. Door closing pressures will be maintained in conformance to existing codes. Door reopen devices shall be maintained to operate as originally installed.
- B. Landing Performance: Landing accuracy shall be plus or minus 1/2", regardless of number of passengers, up to rated capacity. Medical facilities shall be plus or minus 1/4".

Elevator Ride Quality:

- A. Ride Quality: Contractor shall maintain a comfortable elevator ride with smooth acceleration, deceleration and a soft stop. Stopping accuracy shall be measured under all load conditions and shall be maintained as originally designed. The car should stop within 1/2 inch of landing. Ride quality shall meet industry standards for each elevator type.
- B. Horizontal and vertical acceleration within cars during all riding and door operating conditions shall not exceed 20 mg peak-to-peak for equipment installed in 2015 or newer, and 25 mg peak-to-peak for equipment installed prior to 2015, in the 1-10 Hz range. Measurement criteria ISO804.
- C. Acceleration and deceleration shall be smooth constant and not exceed 3 feet/second² with an initial ramp between 0.5 and 0.75 seconds.
- D. Sustained jerk shall not exceed 6 feet/second³.
- E. Measured noise levels in a moving car outside the leveling zone shall not exceed 60 dBA under any condition including car ventilation blower or fan on highest speed. Measured noise levels in car within the leveling zone or when car is stopped shall not exceed 60 dBA.

- F. The Contractor shall maintain a quiet and comfortable car ride with smooth acceleration, deceleration, and accurate stop. Door operation shall be smooth and quiet.

SCHEDULE OF MAINTENANCE OPERATIONS:

The following schedule of examination and maintenance operations shall be followed in carrying out the performance of this contract. This schedule constitutes the minimum of operations and frequency of performance required. The successful contractor must recognize that additional services may be required in order to comply with performance evaluation requirements.

Quarterly Services:

Examination shall be provided. During such examinations the following operations are to be performed, but not limited to:

- Ride each car; check operation of car and hoistway doors: acceleration; deceleration, floor stops, leveling, and brake action. Make required corrections.
- Inspect and wipe clean all motors, machines and generators.
- Inspect controllers, selectors and governors.
- Clean and adjust all controller contacts and renew worn contacts and/or shunts where necessary. Check sequence operation.
- Clean direction and accelerating switches.
- Clean machine room.
- Check floors for missing indicator plates, arrows, buttons, etc. and replace where required.
- Replace or repair all non-functional lamps.
- Inspect door monitoring equipment and safety edge units. Clean, lubricate, adjust or repair, as necessary.
- Test emergency telephones.
- Clean hoistway pits and inspect equipment in them.
- Inspect working parts for free operation; clean and lubricate as necessary.
- Check contacts, shaft, brushings, and rubbing surfaces for cleanliness and wear.
- Inspect all door operating equipment, including motor brushes, commutator, belts or chains, contacts, drive canes and clocks. Clean, lubricate, adjust or replace, as necessary.
- Examine traveling cables for wear and position.
- Clean and lubricate automatic switches on top of cars and in hoistway.
- Clean car position indicators and adjust if necessary.
- Inspect and clean car guides. Replace worn and cracked parts.
- Check and clean car fan motors for proper operation

Semi-annual Services:

- While riding on top of cars, physically check condition and operation of door locking equipment.
- Perform electrical test of door interlock circuits.

- Examine door locks and door closer equipment. Clean door sills.
- Renew gibs or rollers when necessary. Lubricate sliding guide shoes.
- Remove car station cover, blow out; clean switches and buttons.

Annual Services:

- Thoroughly examine and clean starter and control panels. Check each contractor and relay by hand for war, cleanliness, proper adjustment. Clean, re-adjust, repair or replace, as necessary.
- Check, clean and adjust operation of slow down and limit switches.
- Clean and lubricate hoistway door hangers, tracks and door arms.
- Clean rails, hatch walls, car top, pit, overhead sheaves and beams. Check brackets and bolts for tightness.
- Perform a complete system check of all logic features and/or programs.
- Automatic dialing communication systems that are part of elevator car shall be tested and maintained as originally installed.
- Hydraulic elevators shall be inspected and tested as per ANSI a 17.2.
- Paint equipment and machine room floors at intervals to maintain a consistent professional appearance. All paint shall be suitable for the purpose intended, of high quality, and shall not emit noxious odors while curing. Paint shall be “deck gray” and both approved and scheduled with JSU.

CONTRACTOR’S SERVICES

1. Contractor’s Duties include the following:
 - a. Provide and pay for all labor, transportation, materials, equipment, tools, parts, safety equipment, and services required for proper completion of the scope of work.
 - b. Pay for all legally required taxes.
 - c. Secure and pay for all permits and fees required to maintain the equipment.
 - d. Comply with codes, ordinances, rules and all AHJ legal requirements required to perform the work.
 - e. Contractor employees shall follow the campus rules for Contractor Employees onsite.
 - f. Contractor shall coordinate and follow directives of the Purchaser with respect to scheduling services.
 - g. Coordinate, complete, document and properly tag equipment for all statutory tests including, but not limited to:
 1. Annual no load tests.
 2. Five-year, full load tests.
 3. Firefighters’ service tests.
 4. Annual standby power tests.
 5. Monthly Operational tests of battery pack emergency car lighting and emergency communication devices.

The Contractor shall maintain machine rooms, hoistways, pits, cartops and equipment in these areas in clean condition.

OBSOLESCENCE

- a. The Contractor shall notify the purchaser at the beginning of the agreement or any subsequent renewals, of components or equipment that are obsolete or no longer supported. The Contractor shall provide an estimate for material cost only and propose to JSU the costs to replace equipment with upgraded components. The Contractor shall include labor at no cost in the proposal and provide JSU the last known price for the same item and the new price for the upgraded item and provide an estimate to perform the repair or replacement of that equipment and charge JSU the difference in the cost of the old item and the new item only, labor is included in the scope of services.
- b. Factory upgrades, including software updates, changes to equipment, systems or components are included in this scope of services. If the Contractor is unable to complete the upgrades, they shall escort the OEM factory representative to assist in the changes to the equipment. The Contractor shall be responsible for the equipment after the upgrades are made. The Contractor shall verify the upgrades were installed correctly and the car is running in accordance with terms of agreement.
- c. Obsolescence is defined as a replacement part that is no longer available for purchase by the Contractor. Contractor shall provide written documentation of the replacement part that is not available and evidence 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"), in addition to all local and national supply firms, including other Contractors.
- d. Failure of replacement components that are no longer manufactured or available for purchase, and not in the Contractor's inventory; shall be thoroughly investigated for repair and redesign alternatives. The Contractor shall provide repairs on components no longer manufactured at no cost to JSU. This includes overnight shipping and expedited repair costs on components such as drives and all electronic components. All components and/or subcomponents no longer manufactured or supported shall be identified by the Contractor's and JSU shall be informed within 30 days of discovery. The Contractor shall provide all options and associated costs with repair or replacement of potentially failing components and communicate all associated risks of failure of these devices.

Repair Work:

JSU, in its sole discretion shall have the right to solicit competitive bids for modernizations on elevators covered in this agreement.

- a. Contractor agrees that elevators taken out of service for modernizations shall be removed from this agreement and not be billed for maintenance the date the elevator is no longer in service.
- b. At the end of the one year warranty maintenance period on modernized elevator/s, contractor agrees to re-assign the unit/s to this service agreement.

Repair work not covered under this contract must be pursued on the site without interruption, on a regular working hour basis, until the job is completed. Should the Owner request that the work proceed on overtime, the contractor shall be reimbursed at the bonus labor rate for these hours as follows:

- Please include hourly rate for (1) technician and (1) two-man team at regular rate.
- Please include hourly rate for (1) technician and (1) two-man team at overtime rate.

Repair parts shall be provided by the original equipment manufacturer (OEM). Parts shall be new and of the best quality. Equal quality substitutes may also be used if approved by the Facilities Manager. Lubricants shall be those recommended by the manufacturer or an approved equal. Any lubricants stored on-site must be in OSHA approved containers. Contractors shall be able to promptly acquire any parts, which may be required to maintain and repair the elevators on which they are bidding.

Please provide mile radius from campus of local warehouse facility where parts will be stored.

WORK SCHEDULE

The work schedule will coincide with the normal work schedule of JSU's Department of Facilities and Construction Management (8:00 am to 5:00 pm Monday through Friday) excluding holidays. It is expected that the assigned resident technician will utilize JSU's time management system.

STAFFING

The firm shall be licensed and bonded in the State of Mississippi and shall be in compliance with all requirements of appropriate State and Federal regulatory agencies as to the certification of inspectors. Information must be included with your bid so that this requirement may be verified.

Successful proposer shall provide a local staff of Registered Technicians large enough to complete the work as required by these specifications. "Local" shall mean within a fifty (50) mile radius of JSU's campus with satisfactory means for handling after hours call as specified in this RFP. Information must be included with your proposal to outline how you intend to meet this requirement.

Each of the Contractor's employees must have a national background check. Report of satisfactory background check must be provided to the Director of Procurement or her designee prior to the Contractor's employee performing services on JSU's campus.

The contractor shall provide a supervisor to meet Quarterly with JSU Facilities. The supervisor shall provide callback reports to JSU Facilities and coordinate all scheduled work.

EMERGENCY SERVICES

Emergency service shall be available at any time, as the situation warrants. Emergency service shall be included in the bid pricing and will be done at no additional cost to the University.

All emergency services shall be reported, in like manner, no later than the next workweek following completion. The report shall include the facility's name, date of treatment and the name of the person requesting service.

Program Evaluation: The FCM designee will continually evaluate the progress of this contract in terms of effectiveness and safety and will require such changes as are necessary. The contractor shall take prompt action to correct identified deficiencies.

OTHER ASSURANCES

- Contractor shall agree to indemnify the University from any claims, actions, suits, causes of action, or demands, which may include, but is not limited to court costs and legal fees, arising from the implementation of the services to be provided.
- In event of default by contractor or termination of contract, contractor shall agree to provide service on a month-to-month basis at existing rates for up to six months.
- There shall be no cost increase during the initial term. A cost increase may be considered at the beginning of each renewal term. In this RFP's response, the proposer must provide the justification and methodology for applying the cost increase and indicate the proposed amount of cost increase.
- JSU reserves the right to reject any or all proposals received, to waive any informalities or irregularities, or to accept any proposal which is deemed most favorable to the University.
- Terms and conditions that constitute grounds for termination will be specified in the contract. JSU reserves the right to terminate contract with sixty (60) days' notice or at the time of the contract renewal.

A. Insurance Requirements

Contractor, upon award, but prior to any work commencing, shall provide certificates of insurance coverage as outlined below.

- Contractor, as an independent contractor, shall provide proof of Comprehensive General Liability insurance, Workers' Compensation insurance and Commercial Auto Liability insurance. The Contractor shall provide a Certificate of Coverage mailed to the Board of Trustees of State Institutions of Higher Learning, Office of Insurance & Risk Management, 3825 Ridgewood Road, Suite 429, Jackson, MS, 39211 and JSU, Department of Facilities and Construction Management, Executive Director, 1400 J.R. Lynch St., Jackson, MS 39217 at least ten (10) working days prior to start of services. The Certificate of Coverage should, at a minimum, contain the name of the carrier, effective and expiration dates of coverage, a description of the covered perils, and amount of coverage by peril, the name and mailing address of the insurance company, and the name and mailing address of the insurance agent. The Certificate of Coverage must name the Board of Trustees of State Institutions of Higher Learning and JSU as additional insureds. The additional insured requirement shall be by an endorsement form, or an equivalent or broader form, or by blanket additional insured endorsement, and the general liability coverage shall be primary and noncontributory in respect to insurance maintained by JSU or IHL. Further, Contractor agrees to waive any rights of subrogation against IHL or JSU. The Comprehensive General Liability coverage and the Commercial Auto Liability coverage shall be a minimum

amount of Five Million Dollars (\$5,000,000) per occurrence and Five Million Dollars (\$5,000,000) annual aggregate through an insurance company with a Best rating of A- or higher and a financial size Class X or higher approved by the Mississippi Department of Insurance. No material change in coverages may occur for JSU or IHL without 30 days advanced notice.

- Worker's Compensation and Employer's Liability: Standard limits as required by applicable Worker's Compensation Laws.
- Comprehensive General Liability:
 - i. General Aggregate - \$5,000,000
 - ii. Personal & Adv Injury - \$5,000,000
 - iii. Each Occurrence - \$5,000,000
 - iv. Fire Damage (any one fire) - \$1,000,000
 - v. Medical Expense (any one person) - \$5,000
 - vi. Automobile Bodily Injury and Property Damage Liability - \$1,000,000 Combined Single Limit
- Certificates of insurance with coverage described above shall be furnished by the proposer prior to the commencement of services under this agreement and such certificates shall provide that the coverages will not be canceled or reduced in amount prior to 30 days after notice of such cancellation has been mailed to the Purchaser. Certificates shall be endorsed to include a waiver of subrogation in favor of Jackson State University and that Vendor hereby waives all rights of recourse, including any right to which another may be subrogated, against Jackson State University for personal injury, including death, and property damage.

MANAGEMENT REQUIREMENTS *(Submit separately from Technical and Cost)*

The questions below are designed to allow JSU to further evaluate vendor qualifications:

1. What year was your company started?
2. How many years has your company been in the business of performing the services called for in this RFP?
3. Please provide the physical location and mailing address of your company's home office, principal place of business, and place of incorporation.
4. If your company is not physically located in the region, how will you supply professional services?
5. Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please discuss the impact both in organizational and directional terms.
6. List all licenses or permits your company possesses that are applicable to performing the services required in this RFP.
7. For how many customers has your company provided fulfillment services in the past two (2) years? Please include the dates and the annual amount of the billing to each customer.
8. What is the largest customer your company has provided fulfillment services for in the past two (2) years? Please include the annual amount of the billing.

9. Describe any specific services which your company offers along with any specialized experience, certification, and/or education of your current staff.
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INQUIRIES ABOUT RFP

Prospective respondents may make written inquiries concerning this request for proposal to obtain clarification of requirements. Responses to these inquiries may be by addendum to the Request for Proposal (RFP). The deadline for inquiries shall be June 19, 2023 at 5 p.m. Please send your inquiries emily.c.tschiffely@jsums.edu **and** copy brenda.l.nash-jefferson@jsums.edu.

SCHEDULE OF CRITICAL DATES

- a) The following dates are for planning purposes only. Unless otherwise stated in this RFP, progress towards their completion is at the sole discretion of JSU.

I.	RFP Posted	MAY 30,2023
II.	Pre-bid Conference (walkthrough dates)	JUNE 12-13, 2023
III.	Prospective respondents written inquiries deadline	JUNE 19, 2023
IV.	Responses to inquiries posted	JUNE 26, 2023
V.	Proposal submission deadline – 11:00 A.M.	JULY 14, 2023
VI.	Award determination date (estimated target)	JULY 31, 2023
VII.	Contract signed (estimated target)	SEPTEMBER 25, 2023
VIII.	Contract effective date (estimated target)	OCTOBER 1, 2023

WRITTEN OR ORAL DISCUSSIONS/PRESENTATIONS

After the opening of all offers received by the closing time and date for accepting offers, Respondents may be required, at the request of JSU, to make a public oral presentation or provide written clarifications to their proposals. Oral presentations may be recorded. Any oral presentation or written clarification given by Respondent will be considered part of the RFP's response. Personnel in JSU's Office of Purchasing and Travel will schedule any such presentations or address any needed written clarifications. JSU reserves the right to request a "best and final offer" at its discretion.

EVALUATION OF PROPOSALS

JSU reserves the right to conduct discussions with any or all respondents, or to make an award of a contract without such discussions based only on evaluation of the written proposals. JSU reserves the right to contact and interview any reference listed. JSU may make a written determination showing the basis upon which the award was made and such determination shall be included in the procurement file.

JSU reserves the right to award this contract in whole or in part depending on what is in the best interest of JSU with JSU being the sole judge thereof.

The evaluation factors set forth in this section are described as follows:

- The vendor's ability to deliver a service meeting the overall objective and functions described in this RFP
- Competitive fees
- Availability and access to technical support
- Vendor's experience
- Compliance with applicable State and Federal laws and regulations
- The committee may invite finalists for interviews and/or presentations. Failure to participate may result in a proposal not being considered.

Proposals will be scored based on the following weights (100 points total):

- Corporate Structure/Years of Experience/References – 20 points
- Operation Plan/Ease of Use/Services Offered – 30 points
- Fees – 50 points

TWO-PHASE, BEST AND FINAL OFFER

If the initial proposals do not provide JSU with a clear and convincing solution, or if JSU feels it is appropriate to offer the potential providers an opportunity to submit revised proposals, JSU reserves the right to use a two-phase approach and/or invite Best and Final Offers (BAFO). Based on the information obtained through the proposal submissions, JSU may choose a specific business model, and potential providers may be asked to submit revised proposals based upon that specific model.

The evaluation committee may develop, for distribution to the top-ranked firms, refined written terms with specific information on what is being requested as a result of information obtained through the initial RFP process. Proposers may be asked to reduce cost or provide additional clarification to specific sections of the RFP. Selected proposers are not required to submit a BAFO and may submit a written response notifying the solicitation evaluation committee that their response remains as originally submitted.

TERM OF CONTRACT

It is JSU's intention to enter into a two-year contract, with the possibility of renewing one year at a time for up to three additional years after the initial term. Subcontracting shall not be allowed. The contract is estimated to begin October 1, 2023.

JSU, in its sole discretion and upon thirty (30) days' notice, by the Vice President for Business and Finance via certified mail to the address listed on the signature page of this RFP (Appendix

A), shall have the right to terminate this agreement for JSU's convenience at any time prior to the expiration of the term set forth in the original agreement.

In the event the contractor fails to carry out and comply with any of the conditions and agreements to be performed under the specification, JSU will notify the contractor, in writing, of such failure or default. In the event the necessary corrective action has not been completed within a ten (10) day period, the contractor must submit, in writing, why such corrective action has not been performed. The University reserves the right to determine whether or not such noncompliance may be construed as a failure of performance of the contractor.

Termination of contract by contractor without cause can only occur with at least one-hundred and twenty (120) days' notice prior to the proposed termination of the contract.

In the event JSU employs attorneys or incurs other expenses it considers necessary to protect or enforce its rights under this RFP's contract, the contractor agrees to pay the attorney's fees and expenses so incurred by JSU.

ACCEPTANCE TIME

Proposal shall be valid for one-hundred eighty (180) days following the proposal due date.

RFP CANCELLATION

This RFP in no manner obligates JSU to the eventual purchase of any services described, implied or which may be proposed until confirmed by a written contract. Progress towards this end is solely at the discretion of JSU and may be terminated without penalty or obligations at any time prior to the signing of a contract. JSU reserves the right to cancel this RFP at any time, for any reason, and to reject any or all proposals or any parts thereof.

OTHER CONTRACT REQUIREMENTS

Award Terms: This contract shall be awarded at the discretion of the University based on the capabilities and overall reputation of the Contractor, as well as the cost. Acceptance shall be confirmed by the issuance of a contract from JSU.

Standard Contract: The awarded contractor(s) will be expected to enter into a contract that is in substantial compliance with [JSU's standard contract](#). Proposal should include any desired changes to the standard contract. It should be noted that there are many clauses which JSU cannot change. Significant changes to the standard contract may be cause for rejection of a proposal.

The Procurement Process: The following is a general description of the process by which a firm will be selected to fulfill this Request for Proposal.

RFP 24-03 Elevator Maintenance Program

Due: Friday, July 14, 2023 at 11:00 a.m.

- Request for Proposals (RFP) is issued publicly.
- A deadline for written questions is set.
- Proposals will be received as set forth in the Schedule of Critical Dates.
- Unsigned proposals will not be considered.
- All proposals must be received by JSU no later than the date and time specified on the cover sheet of this RFP.
- At that date and time, the package containing the proposals from each responding firm will be opened publicly and the name of each Respondent will be announced.
- Proposal evaluation: JSU will evaluate all components of each proposal submitted.
- At their option, the evaluators may request oral presentations or discussions for the purpose of clarification or to amplify the materials presented in the proposal.
- Respondents are cautioned that this is a request for proposals, not a request to contract, and JSU reserves the unqualified right to reject any and all proposals when such rejection is deemed to be in the best interest of the University.
- The proposals will be evaluated according to criteria set forth in the Technical and Cost Specifications and Management Requirements sections of this RFP.

APPENDIX A: SIGNATURE PAGE

Provide information requested, affix signature and return this page with your proposal.

Name of Firm: _____

Complete Address: _____

Telephone Number: _____

Email Address: _____

Authorized Signature: _____

Printed Name: _____

Title: _____



JACKSON STATE UNIVERSITY
APPENDIX B – ELEVATOR MAINTENANCE SPECIFICATION AND COST
(RFP) 24-03

It is understood that this bid acknowledges your review and acceptance of all the technical specifications and terms listed in this RFP for maintenance of the following elevators. Any and all exceptions must be listed by the vendor.

No.	Building	Type	Elevator #	Install Year	Stops	Capacity
1	Administration Tower	Hydraulic Passenger	1	2010	9	2500
2	Administration Tower	Hydraulic Passenger	2	2010	9	2500
3	Dixon Hall	Cable/Traction Passenger	35	2005	7	2500
4	Dixon Hall	Cable/Traction Passenger	36	2005	7	2500
5	University Park Auditorium	Hydraulic Passenger	46	1993	4	2500
6	College of Education (Lobby)	Traction Passenger	53	2012	3	2500
7	Alexander Hall West	Hydraulic Passenger	54	2015	5	2500
8	Alexander Hall East	Hydraulic Passenger	57	2016	5	2500
9	HT Sampson Library	Cable/Traction Passenger	5	1995	4	5000
10	HT Sampson Library	Cable/Traction Passenger	6	1972	5	2500
11	HT Sampson Library	Cable/Traction Passenger	7	1972	5	2500
12	HT Sampson Library - (Out of Service)		8	1975	4	2000
13	Ayer Hall	Hydraulic Passenger	9	1994	4	2500
14	BF Roberts (Financial Aid)	Hydraulic Passenger	10	1984	2	2500
15	JY Woodard (ROTC)	Hydraulic Passenger	11	1976	2	2500
16	College of Education	Hydraulic Passenger	12	1975	3	1500
17	Just Science Hall (Math Bldg)	Hydraulic Passenger	13	2001	3	2000



JACKSON STATE UNIVERSITY
APPENDIX B – ELEVATOR MAINTENANCE SPECIFICATION AND COST
(RFP) 24-03

No.	Building	Type	Elevator #	Install Year	Stops	Capacity
18	Just Science Hall (Math Bldg)	Hydraulic Passenger	14	2000	5	3000
19	FD Hall Center of Music	Hydraulic Passenger	15	1970	2	8000
20	Campbell College South A-(girls)	Hydraulic Passenger	17	2006	5	3500
21	Campbell College South A-(girls)	Hydraulic Passenger	18	2006	5	3500
22	Reddix Campus Union	Cable/Traction Passenger	19	1967	3	2500
23	Reddix Campus Union	Cable/Traction Passenger	20	1967	3	2500
24	Reddix Campus Union	Cable/Traction Passenger	21	1967	3	2500
25	Reddix Campus Union -(Out of Service)		22	1967	4	2000
26	Alexander Hall East	Cable/Traction Passenger	23	2018	5	2000
27	Alexander Hall East	Cable/Traction Passenger	24	2018	5	2000
28	Alexander Hall West	Cable/Traction Passenger	25	2018	5	2000
29	Alexander Hall West	Cable/Traction Passenger	26	2018	5	2000
30	New Student Center	Hydraulic Passenger	27	2007	3	2500
31	New Student Center	Hydraulic Passenger	28	2007	3	2500
32	New Student Center	Hydraulic Passenger	29	2007	3	5000
33	Campbell College North B-(boys)	Hydraulic Passenger	30	2006	5	3500
34	Campbell College North B-(boys)	Hydraulic Passenger	31	2006	5	3500
35	Heritage Dining Hall	Cable Elevator	32	1975	3	2000
36	Heritage Dining Hall - (Out of Service)	Hydraulic Passenger (Service Elevator)	33	1975	3	2000



JACKSON STATE UNIVERSITY
APPENDIX B – ELEVATOR MAINTENANCE SPECIFICATION AND COST
(RFP) 24-03

No.	Building	Type	Elevator #	Install Year	Stops	Capacity
37	Heritage Dining Hall	Hydraulic Passenger	34	1975	3	2000
38	Transitional Dorm - East	Hydraulic Passenger	37	2001	4	2500
39	Transitional Dorm - East	Hydraulic Passenger	38	2001	4	2500
40	McAllister - Whiteside Residence Hall (Out of service)	Hydraulic Passenger	41	1981	5	3500
41	McAllister - Whiteside Residence Hall (Out of service)	Hydraulic Passenger	42	1981	5	3500
42	Athletic Assembly Center	Hydraulic Passenger	43	1982	2	2000
43	School of Engineering	Hydraulic Passenger	44	2008	2	3000
44	School of Engineering	Hydraulic Passenger	45	2008	2	4500
45	College of Liberal Arts	Hydraulic Passenger	49	1996	4	3500
46	College of Liberal Arts	Hydraulic Passenger	50	1996	4	3500
47	Transitional Dorm - West	Hydraulic Passenger	39	2004	4	2500
48	Transitional Dorm - West	Hydraulic Passenger	40	2004	4	2500
49	College of Business	Cable/Traction Passenger	51	2003	5	2500
50	College of Business	Cable/Traction Passenger	52	2003	5	2500
51	Johnson Hall - Art Bldg.	Hydraulic Passenger	4	2010	3	4500
52	101 West Capitol (Downtown)	Hydraulic Passenger	55	2011	5	2500
53	101 West Capitol (Downtown)	Hydraulic Passenger	56	2011	4	2500



JACKSON STATE UNIVERSITY
APPENDIX B – ELEVATOR MAINTENANCE SPECIFICATION AND COST
(RFP) 24-03

No.	Building	Type	Elevator #	Install Year	Stops	Capacity
54	Stadium	Hydraulic Passenger	Main Office	2005	2	2100
55	Stadium	Cable/Traction Passenger	Press Box	2011	4	2500
56	Stewart Hall (August 2020)	Hydraulic Passenger	16	MOD 2020	5	2500
57	John A. Peoples (Science Bldg)	Cable/Traction Passenger	47	MOD 2020	5	2500
58	John A. Peoples (Science Bldg)	Cable/Traction Passenger	48	MOD 2020	5	2500
59	One University Place (OUP)	Hydraulic Passenger	OUP1	2009	4	3500
60	One University Place (OUP)	Hydraulic Passenger	OUP2	2009	4	3500

No.	Building	Type	Elevator #	Install Year	Stops	Capacity
1	Just Science Hall	Vertical Platform Lift				
2	Reddix Campus Union	Vertical Platform Lift				
3	Reddix Campus Union	Vertical Platform Lift				
4	Alexander West	Vertical Platform Lift				
5	Alexander East	Vertical Platform Lift				