



**JACKSON STATE UNIVERSITY  
Request for Proposals (RFP) 23-07  
Elevator Maintenance Program**

**ISSUE DATE:** November 30, 2022

**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 **Monday, January 30, 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:

Brenda Nash Jefferson  
Office of Purchasing and Travel (same address as above)  
[bids@jsums.edu](mailto:bids@jsums.edu) **Reference RFP 23-07 in the subject header of the email.**

Any addendum associated with this RFP will be posted at <https://www.jsums.edu/finance/bid-information/> located under RFP 23-07. It is the respondent's responsibility to assure that all addenda have been reviewed and, if applicable, signed and returned.

**Note:** Questions concerning the specifications in this RFP must be submitted in writing and will be accepted until December 13, 2022 at 5:00 p.m. All questions and answers will be posted at <https://www.jsums.edu/finance/bid-information/> as an addendum located under RFP 23-07 by Friday, January 30, 2023 at 5:00 p.m.

**RFP Response Checklist** – Include these items in your response to RFP 23-07.

\_\_\_\_\_ (1) One clearly marked original response, an electronic copy in PDF files on a flash drive, and six (6) identical copies of the complete proposal. Label with the Vendor name and RFP number. Include the items listed below.

\_\_\_\_\_ (2) 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 agreement and acceptance of the standard contract. If needed, clearly identify any proposed changes to the 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 the JSU program should be included.

\_\_\_\_\_ (3) 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.

\_\_\_\_\_ (4) **In a separately sealed envelope – Technical Specifications Response – NO INFORMATION IDENTIFYING THE VENDOR SHALL BE INCLUDED.**

\_\_\_\_\_ (5) **In the same separately sealed envelope – Cost Specifications - NO INFORMATION IDENTIFYING THE VENDOR SHALL BE INCLUDED.**

\_\_\_\_\_ (6) 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

The proposal package must be received on or before 11:00 a.m. on January 30, 2023. It is the responsibility of the respondent to ensure that the proposal package arrives in the Office of Purchasing and Travel on-time.

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, 4<sup>th</sup> Floor, Office of Purchasing & Travel, Jackson State University, 1400 John R. Lynch Street, Jackson, MS 39217.

QUESTIONS SHOULD BE DIRECTED TO BRENDA NASH JEFFERSON AT [bids@jsums.edu](mailto:bids@jsums.edu).

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

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

## 1. UNIVERSITY OVERVIEW

Jackson State University (JSU), founded in 1877, is a historically black, high research activity university located in Jackson, the capital city of Mississippi. Jackson State's nurturing academic environment challenges individuals to change lives through teaching, research and service. Officially designated as Mississippi's Urban University, Jackson State continues to enhance the state, nation and world through comprehensive economic development, healthcare, technological and educational initiatives. The only public university in metropolitan Jackson, Jackson State is located near downtown, with five satellite locations throughout the area.

## 2. INVITATION TO SUBMIT PROPOSAL ON RFP

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.

## 3. 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. Pricing should include itemized costs (with and without a resident technician). This full-service maintenance agreement bid request covers up to fifty-eight (58) 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 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 eighteen-month (18) period of the agreement. Subcontracting shall not be allowed.

## **TECHNICAL SPECIFICATIONS**

The proposal shall set forth methods, plans and costs to provide:

1. 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.

2. 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.
3. 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.

4. 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.

5. 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.
6. 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.
7. 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  $\frac{1}{8}$ ", regardless of number of passengers, up to rated capacity. Medical facilities shall be plus or minus  $\frac{1}{4}$ ".
  - C. Rated Speed Performance: Rated speed shall be maintained within plus or minus 5%.

#### 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 channels.
- 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, track 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.

Repair Work:

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 by the original equipment manufacturer (OEM). 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.

### 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.

### REPORTING REQUIREMENTS

Contractor will submit service reports on a weekly basis showing the completion of treatment to facilities. The building liaison or designated building occupant must sign off when the service is provided. As a minimum, the reports shall include the facility's name, date of treatment and treatment method(s) used.

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

**Additional Requirements – INCLUDE WITH TECHNICAL & COST SPECIFICATIONS RESPONSE**

- 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 in proposals received, 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**

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 December 13, 2022 at 5 p.m. Please send your inquiries to [brenda.l.nash-jefferson@jsums.edu](mailto: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	NOVEMBER 30, 2022
II.	Prospective respondents written inquiries deadline	DECEMBER 13, 2022
III.	Responses to inquiries posted	JANUARY 3, 2023
IV.	Proposal submission deadline – 11:00 A.M.	JANUARY 30, 2023
V.	Award determination date (estimated target)	FEBRUARY 28, 2023
VI.	Contract signed (estimated target)	MARCH 30, 2023
VII.	Contract effective date	APRIL 14, 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 Offers. 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 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 – 25 points
- Operation Plan/Ease of Use/Services Offered – 35 points
- Fees – 40 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 (Phase-One), 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 an eighteen-month contract and subcontracting shall not be allowed. The contract is estimated to begin March 31, 2023.

JSU reserves the right to terminate this agreement with 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) if any of the terms of the proposal and/or contract are violated.

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.

- Request for Proposals (RFP) is issued publicly.
- A deadline for written questions is set.

RFP 23-07 Elevator Maintenance Program

Due: Monday, January 30, 2023 at 11:00 a.m.

- 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: \_\_\_\_\_