

REQUEST FOR PROPOSALS

NKU-09-19



Elevator Maintenance

12/03/2018

Proposal NO: NKU-09-19
Issue Date: 12/03/2018
Title: Elevator Maintenance
Purchasing Officer: Blaine Gilmore
Phone: 859.572.6449

RETURN ORIGINAL COPY OF PROPOSAL TO:

**Northern Kentucky University
 Procurement Services
 1 Nunn Drive
 617 Lucas Administrative Center
 Highland Heights, KY 41099**

IMPORTANT: BIDS MUST BE RECEIVED BY: BEFORE 01/8/2019 2:00 P.M. HIGHLAND HEIGHTS, KY time.

NOTICE OF REQUIREMENTS

1. The University's General Terms and Conditions and Instructions to Bidders, viewable at <http://procurement.nku.edu/policies/terms-and-conditions.html>, apply to this Request for Proposal.
2. Contracts resulting from this RFP must be governed by and in accordance with the laws of the Commonwealth of Kentucky.
3. Any agreement or collusion among Offerors or prospective Offerors, which restrains, tends to restrain, or is reasonably calculated to restrain competition by agreement to bid at a fixed price or to refrain from offering, or otherwise, is prohibited.
4. Any person who violates any provisions of KRS 45A.325 shall be guilty of a felony and shall be punished by a fine of not less than five thousand dollars nor more than ten thousand dollars, or be imprisoned not less than one year nor more than five years, or both such fine and imprisonment. Any firm, corporation, or association who violates any of the provisions of KRS 45A.325 shall, upon conviction, may be fined not less than ten thousand dollars or more than twenty thousand dollars.

AUTHENTICATION OF BID AND STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

I hereby swear (or affirm) under the penalty for false swearing as provided by KRS 523.040:

1. That I am the offeror (if the offeror is an individual), a partner, (if the offeror is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the offeror is a corporation);
2. That the attached proposal has been arrived at by the offeror independently and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other Contractor of materials, supplies, equipment or services described in the Request for Proposal, designed to limit independent bidding or competition;
3. That the contents of the proposal have not been communicated by the offeror or its employees or agents to any person not an employee or agent of the offeror or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official closing of the RFP;
4. That the offeror is legally entitled to enter into contracts with the Northern Kentucky University and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 45A.330 to .340, 164.390, and
5. That the Offeror, and its affiliates, are duly registered with the Kentucky Department of Revenue to collect and remit the sale and use tax imposed by Chapter 139 to the extent required by Kentucky law and will remain registered for the duration of any contract award
6. That I have fully informed myself regarding the accuracy of the statement made above.

SWORN STATEMENT OF COMPLIANCE WITH FINANCE LAWS

In accordance with KRS45A.110 (2), the undersigned hereby swears under penalty of perjury that he/she has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky and that the award of a contract to a bidder will not violate any provision of the campaign finance laws of the Commonwealth of Kentucky.

CONTRACTOR REPORT OF PRIOR VIOLATIONS OF KRS CHAPTERS 136, 139, 141, 337, 338, 341 & 342

The Contractor by signing and submitting a proposal agrees as required by 45A.485 to submit final determinations of any violations of the provisions of KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that have occurred in the previous five (5) years prior to the award of a contract and agrees to remain in continuous compliance with the provisions of the statutes during the duration of any contract that may be established. Final determinations of violations of these statutes must be provided to the University by the successful Contractor prior to the award of a contract.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The Contractor, by submitting a proposal, certifies that he/she is in compliance with the Code of Federal Regulations, No. 41 CFR 60-1.8(b) that prohibits the maintaining of segregated facilities.

RECIPROCAL PREFERENCE

- (1) Prior to a contract being awarded to the lowest responsible and responsive bidder on a contract by a public agency, a resident bidder of the Commonwealth shall be given a preference against a nonresident bidder registered in any state that gives or requires a preference to bidders from that state. The preference shall be equal to the preference given or required by the state of the nonresident bidder.
- (2) A resident bidder is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:
 - (a) Is authorized to transact business in the Commonwealth; and
 - (b) Has for one (1) year prior to and through the date of the advertisement, filed Kentucky corporate income taxes, made payments to the Kentucky unemployment insurance fund established in KRS 341.490, and maintained a Kentucky workers' compensation policy in effect.
- (3) A nonresident bidder is an individual, partnership, association, corporation, or other business entity that does not meet the requirements of subsection (2) of this section.
- (4) If a procurement determination results in a tie between a resident bidder and a nonresident bidder, preference shall be given to the resident bidder.
- (5) This section shall apply to all contracts funded or controlled in whole or in part by a public agency.
- (6) The Finance and Administration Cabinet shall maintain a list of states that give to or require a preference for their own resident bidders, including details of the preference given to such bidders, to be used by public agencies in determining resident bidder preferences. The cabinet shall also promulgate administrative regulations in accordance with KRS Chapter 13A establishing the procedure by which the preferences required by this section shall be given.
- (7) The preference for resident bidders shall not be given if the preference conflicts with federal law.
- (8) Any public agency soliciting or advertising for bids for contracts shall make KRS 45A.490 to 45A.494 part of the solicitation or advertisement for bids

DEFINITIONS

As used in KRS 45A.490 to 45A.494: (1) "Contract" means any agreement of a public agency, including grants and orders, for the purchase or disposal of supplies, services, construction, or any other item; and

(2) "Public agency" has the same meaning as in KRS 61.805.

SIGNATURE REQUIRED: This proposal cannot be considered valid unless signed and dated by an authorized agent of the offeror. Type or print the signatory's name, title, address, phone number and fax number in the spaces provided. Offers signed by an agent are to be accompanied by evidence of his/her authority unless such evidence has been previously furnished to the issuing office. Your signature is acceptance to the Terms and conditions above.

DELIVERY TIME:	NAME OF COMPANY:	DUNS #
PROPOSAL FIRM THROUGH:	ADDRESS:	Phone/Fax:
PAYMENT TERMS:	CITY, STATE & ZIP CODE:	E-MAIL:
SHIPPING TERMS: F.O.B. DESTINATION - PREPAID AND ALLOWED	TYPED OR PRINTED NAME:	WEB ADDRESS:
FEDERAL EMPLOYER ID NO.:	SIGNATURE:	DATE:

Project Name:	Elevator Maintenance
Issue Date:	December 3, 2018
Pre-Bid Meeting 70 Campbell Drive Highland Heights, KY 41099	December 18, 2018 @ 9:00 AM
Deadline for Questions:	December 28, 2018 @ Noon
Response Deadline (Proposals Due):	January 8, 2019 by 2 PM

Submittal of Proposals

The bidder shall submit, by the time and date specified via US Postal Service, courier or other delivery service, its bid response in a **sealed package** addressed to:

Blaine Gilmore
Interim Director, Procurement Services
Lucas Administrative Center, Suite 617
1 Nunn Drive
Northern Kentucky University
Highland Heights, KY 41099

NOTE: Northern Kentucky University, as an Agency of the Commonwealth of Kentucky, is subject to Kentucky's Open Records Laws (KRS 61.870-61.884). As such, a bidder's entire offer and resulting contract cannot be deemed "confidential".

Proposals submitted in response to an RFP will remain confidential throughout the evaluation process, however, after negotiations are concluded and a contract has been entered into, all proposals become a matter of public record. Bidders may mark sections of their responses as confidential if the information provided would be considered financially sensitive or trade secrets. The university will make every effort to honor such requests, but may conduct discussions with the bidders concerning the release of said information.

DO NOT contact the committee members relative to this project. Contacting the selection committee members may result in disqualification of the proposer. All requests for information, questions or comments relative to this project should be directed to:

Ryan Straus
Bid Specialist
Northern Kentucky University
Lucas Administrative Center, 617
Highland Heights, KY 41099
FAX: 859.572.6995

Email: strausr2@nku.edu

NOTE: Information relative to this project obtained from other sources, including other university administration, faculty or staff may not be accurate, will not be considered binding and could adversely affect the potential for selection of your proposal.

**REQUEST FOR PROPOSAL
NKU-09-19
ELEVATOR MAINTENANCE**

**NORTHERN KENTUCKY UNIVERSITY
HIGHLAND HEIGHTS, KY 41099**

**SPECIAL INSTRUCTIONS
And
SCOPE OF WORK**

PURPOSE

The purpose of this solicitation is to allow Northern Kentucky University to enter into a business partnership with a qualified firm for complete preventive maintenance of the University's 50+ elevators. For that reason, proposals are requested, rather than bids. The process allows the University to select the proposal that best meets our requirements and will be most beneficial to the University, rather than automatically awarding based on price. Contractors are encouraged to propose services that will enhance our maintenance program. Creative concepts and innovative ideas are welcomed. The University is interested in what creative solutions can be offered that go beyond a routine fee for service contract.

SCOPE OF SERVICES

Successful Contractor shall provide complete and preventive maintenance service, including all labor, tools, equipment, services, and replacement parts and equipment for:

- Maintaining all electrical, hydraulic and mechanical systems of the elevators;
- From load side of 3 Ø main disconnect
- From load side of 1 Ø circuit breaker or service disconnect
- Periodic scheduled inspections;
- Required testing;
- Fireman's Service inspection and documentation;
- Performance of all necessary tasks to assure safe, continuous, effective and reliable elevator service.

It is mandatory that the successful Contractor under this agreement perform service in a workmanlike manner and keep equipment in penthouse, bottom of pit, top of car and premises in general, in an orderly condition using only mechanics, helpers and apprentices skilled in their trade. All elevator calls will be logged in our work order system and completed by technician when work is complete.

The contract is for full maintenance including PM, motors, pumps and call-backs.

If the cost to repair or replace a major component such as motor, M-G set or pump the University will assume the cost for anything over \$5,000.

TERM OF CONTRACT

The contract awarded based on this RFP will be for three (3) years, with two (2) three year renewal options resulting in potentially, a nine year agreement. Each three year contract/renewal will be subject to annual adjustment. Annual adjustments will be based on changes in terms, conditions and requirements and changes in the CPI and local wage rates but not to exceed a 3% maximum annually. The University may exercise renewal options at its discretion based on satisfactory performance by the Contractor.

PRE-PROPOSAL MEETING/SITE VISIT

A site inspection is **mandatory** for Contractors to thoroughly familiarize themselves with all existing conditions likely to be encountered in the work to be done under this contract, prior to submission of offer. The submission of a

proposal will be construed as evidence that a visit has been made. Later claims for extra compensation for existing conditions that could have been foreseen had such a site examination been made will not be honored.

PROPOSAL INSTRUCTIONS

Vendors are to submit **ONE (1) electronic copy (USB drive, CD, etc.), THREE (3) bound complete copies** of their proposal and **ONE (1) unbound copy that is to be clearly marked as the original**, with original signatures on the required pages. Do not deliver your proposal to any other office. The University reserves the right to accept or reject any or all proposals and to waive informalities or technicalities.

The proposal should be prepared simply and economically, providing a straightforward and concise description of the offeror's capabilities to satisfy the requirements of the Request for Proposal. Emphasis should be on completeness and clarity of content. Attach copies of specification sheets, references, and other supporting documentation.

Any costs incurred by offeror in preparing or submitting offers are the offerors' sole responsibility. The University will not reimburse any offeror for any costs incurred prior to award.

Telegraphic or faxed proposals or modifications of RFP by FAX or e-mail are not acceptable.

REQUIRED SUBMISSIONS

These instructions describe the required format for the Proposal. Proposers may include any additional information deemed pertinent. An identifiable tab sheet must precede each Section for easy reference. All pages, except pre-printed technical inserts, shall be sequentially numbered.

Proposals must address each of the requirements listed below in the same order as listed to be considered responsive. Proposals should reference each identified requirement explaining how the proposer's solution meets the specified requirement.

Narratives should provide a concise description of capabilities to satisfy the requirements of this Request for Proposal.

Emphasis should be on clarity brevity and completeness of response.

All materials submitted in response to this Request for Proposal will become the property of NKU and will not be remitted.

The following list specifies the items to be included in your Proposal. The location of the various Sections must be referenced in the Proposal's Table of Contents, tabbed accordingly, and in the sequence listed:

Table of Contents

- A. Cover Letter/Executive Summary
- B. Scope of Services
- C. Schedule of Activities
- D. Personnel Assigned to this Account
- E. Pricing
- F. Reports
- G. Proposer References
- H. Financial Statements
- Note: If this information is to remain confidential, wording on the page should read:
"Submitted under separate cover".*
- I. Authentications and Certifications
- J. Bond

A. Cover Letter/Executive Summary:

The cover letter must be in the form of a standard business letter and must be signed by an individual authorized to legally bind the proposer. The letter must also have the following:

- Company history in Northern Kentucky/Greater Cincinnati

- Number of employees locally
- Location and inventory of parts warehouse(s)
- Information on parts availability
- A statement regarding the proposer's legal structure (e.g., a Kentucky corporation) and principal place of business.
- The name, phone number, and fax number of a contact person who has authority to answer questions regarding the Proposals.
- A statement that the proposer's proposed solution for the Project meets all the requirements of this Request for Proposal. Include a statement that all Terms and Conditions and Instructions to Proposers are agreed to, or state exceptions.
- A statement that the proposer meets all the legal requirements of the RFP and that all terms and conditions and instructions are acceptable to the proposer.

B. Scope of Services:

- The scope of services to be provided and highlight the contents of the technical portions of the proposal.
- A positive commitment to assure that the overall system implementation and operation will be successful should be made.
- State specifically your intended practices, setting forth the approach and methodology you will use to achieve a successful maintenance program.
- Clearly state your guaranteed response times
- Describe your escalation procedures with names, titles and contact information.
- Provide examples of all charts, checklists, schedules and logs used in maintenance of our equipment with examples of how they will be used.
- All elevator calls will be logged in our work order system and completed by technician when work is complete.

C. Schedule of Activities:

- The implementation and maintenance schedule for the performance of this contract.
- Performance will be evaluated throughout the contract based upon the agreed schedule.
- Payment to the Contractor will be based upon the successful performance of each activity listed in the approved schedule. Include a copy of proposed check chart. (see "Inspections" section of the Specifications)
- Describe performance based criteria to allow evaluation of continuous and systematic performance. Include information such as the number of hours mechanics will be performing routine maintenance and/or the number of inspections per month per unit, what you propose as an acceptable number of callbacks (as compared to industry standards), etc.

D. Personnel Assigned to this Account:

- Attach brief resume of each employee that will be working on this account
- Mechanics must have successfully completed a formal training and apprenticeship program such as the "National Elevator Industry Education Program" or equivalent.
Note: Copies of Certification must be provided with proposal.
- QEI Certification of one employee assigned to this account.

E. Pricing

Complete the attached Form of Proposal for this section.

F. Reports

Please provide a description and sample of proposed written reports that will be provided to the University, on a quarterly basis.

G. References

- At least five (5) references listing name, address and telephone number of contact person.
- Please list references for contracts similar in size and scope of these requirements.
- Describe the nature of service at each of these accounts.

H. Financial Statements

For the previous two years. (These can remain confidential at your request) Send this in a separate envelope marked “Financial Statement, NKU-09-19 Elevator Maintenance, Due January 8, 2019” and send to the attention of Don Johnson, Principal Buyer. This information is due at the same time and date as the RFP.

I. Authentications and Certifications

- A signed copy of the University's Authentication of Proposal and Statement of Non-Collusion and Non-Conflict of Interest form and Bidder Certifications form are to be included in this section. This can be found on pages 2 & 3 of this RFP.

PROPOSAL EVALUATION

Proposals will be evaluated by a committee of University employees selected for the specific purpose of evaluating submitted proposals. This committee will determine each offeror's responsiveness to the RFP requirements. A proposal shall be determined unresponsive if required information is missing or the proposal deviates from requirements stated herein. The committee will evaluate all proposals objectively and uniformly on the basis of submission requirements, demonstrated ability to perform and the methodology proposed to achieve a successful maintenance program.

Although cost will be a major factor in award, primary consideration will be given to your proven capability to perform as described in this RFP.

Any Proposals failing to obtain the minimum points required in any single category may not be eligible for award of contract.

EVALUATION CRITERIA

Criteria	Score
Demonstrated ability to provide the necessary knowledge, skills, qualifications and required services, including qualifications of assigned personnel. 30 points available (minimum 25)	
Approach and methodology. The proposal clearly defines what will be accomplished through measurable goals and objectives. The Contractor proposes a well-defined and clearly stated work plan (schedule of activities and scope of services offered) that is capable of achieving the goals and objectives of the University. 25 points available (minimum 20)	
Itemized proposal budget (price) including guaranteed maintenance prices and labor pricing for non-scheduled work, 30 points available. (minimum 25)	
Responsiveness, financial stability, geographic locations of technicians and warehouses, guaranteed response times and references 20 points available. (minimum 15)	

PROPOSAL SCORING AND AWARD OF CONTRACT

Each proposal will be evaluated and scored on its individual merits. The University will negotiate a contract with the firm offering the greatest benefit to the University, as determined by committee scoring of each offer. The University reserves the right to make an award based solely on the proposals or to negotiate further with one or more Contractors.

If award cannot be made on the initial offers, oral presentations/interviews will be arranged to assist the committee in making the final selection. Only the top ranked firms will be invited to make a presentation. Firms susceptible of award may also be required to provide a best and final offer. After all presentations the committee will perform another round of scoring to select the successful Contractor. It is the intent of the University to perform an immediate evaluation and award.

NOTE: This is not a bid. Review the RFP conditions and evaluation criteria carefully and design your maintenance plan accordingly. Price will not be the primary consideration in award of contract.

The Proposal receiving the highest point total will be deemed the best value to the University and the University will enter into negotiations with that Proposer, to award the contract. However, the University reserves the right to enter into negotiations with more than one Proposer.

PROTECTION OF WORK & PROPERTY

Contractor shall continuously maintain adequate protection of all work areas from damage and shall protect the owner's property from injury or loss arising in connection with this contract. Contractor shall provide and properly maintain protection as required by governing laws, rules, regulations and ordinances, together with such additional protection as may be required for the safety of workmen and the public. Contractor shall repair and/or replace damaged sections of existing utilities and structures caused by work performed under this contract.

JOB MATERIAL INVENTORY

The University will allow for space and provide a cabinet in each equipment room or penthouse for each building. The Contractor shall maintain a mutually agreed supply of contacts, coils, leads and generator brushes, light bulbs, lubricants, wiping cloths and minor parts in each building.

Space in the Landrum Annex may be provided for storage of materials and equipment. If the Contractor elects to use this space it will be responsible for providing a security fence for this area and must confine storage of Contractor owned property to this space.

Note: Because of the mixed use of this space and the need to service mechanical equipment enclosed by fence, the Contractor is to provide Maintenance Operations and the Power Plant with keys.

SPARE PARTS INVENTORY

The proposer agrees to maintain a supply of spare replacements parts in a warehouse inventory. This inventory will include, but is not limited to, hoist motors, M-G sets, hydraulic pumps, hydraulic pump motors, door operator motors, brake magnets, generator and motor brushes, controller switch contacts, selector switch contacts, solid state components, selector tapes, door hangers, rollers, hoistway limit switches. Such spare replacement parts shall be kept in a warehouse inventory or available from manufacturing facilities located strategically within the United States and available within 24 hours.

OPTION TO ADD OR DELETE ELEVATORS

The University maintains the option to add new elevators to the contract at rates mutually agreed upon after warranty services have been fulfilled by the installer. The University also reserves the right to remove units from service. By written notice the contract will be amended with terms and conditions to apply from the effective dates.

CONTRACTOR PAYMENTS

Contractor shall submit monthly invoices on his own form to the University for work performed. All invoices and reports shall be submitted to:

PERMITS

The Contractor shall obtain all permits necessary for any or all parts of the work from the authorities governing such work. The Contractor shall procure building permits, when required but no fee shall be

applicable on projects for the Commonwealth. Evidence that such permits have been issued shall be furnished to the Owner before beginning work.

MAJOR REPAIRS, UPGRADES and RENOVATIONS

The University reserves the right to negotiate with maintenance Contractor or obtain bids on the open market for major repairs and renovations not covered by this contract. Examples include work such as Fireman's service upgrades and cylinder replacement and floor renumbering.

AVAILABILITY OF FUNDS

Any and all payments to the Contractor are dependent upon and subject to the availability of funds to the University for the purpose set forth in this agreement.

CURRENT CHECKIN/OUT PROCEDURES

Contractor's personnel check in and out when performing all inspections and maintenance. When arriving, technician signs in on a log sheet in the Power Plant, picks up the elevator keys and notifies the Power Plant of his plans. Upon completion of work, the Power Plant is notified of what in fact was accomplished and the status of the equipment worked on, returns the keys and signs out.

PARTNERSHIP MEETINGS

An annual planning meeting will be held in late Fall to review and assess major contract and non-contract repair issues, provide updates on new elevators, and discuss current changes and trends occurring in the elevator industry, both locally and nationally. This meeting may be combined with one of the quarterly meetings if convenient for both parties. An 18 month projection and a five year projection for major repairs will be developed at this meeting to assist the University in the annual budget preparation process and assist the Contractor in planning.

HOURS OF WORK

Because of the heavy use of all elevators on campus, it is imperative that they be operational during regular business hours; 8:00 a.m. – 5:00 p.m. If regular maintenance requires the elevator to be shut down more than two (2) consecutive hours, the Contractor will schedule the elevator to be shut down after 5:00 p.m. or on the weekend to do the maintenance or repair work at no additional cost to the University.

Routine and PM maintenance should not be normally performed during these hours.

The University requires guaranteed response times for emergency calls for all cases of "entrapment" and call-backs if there is only one elevator in the building before 9:00 PM

Call-backs can be arranged for first order of business the following day if there are two or more passenger elevators in a building.

**NORTHERN KENTUCKY UNIVERSITY
REQUEST FOR PROPOSAL, NKU-09-19
ELEVATOR PREVENTIVE MAINTENANCE**

SPECIFICATIONS

If your proposal deviates from standards established herein, please so note and indicate how the issue/requirement is to be addressed under your proposed maintenance plan.

This contract covers complete preventive maintenance which includes regular and systematic inspection of each of the University's elevators listed herein. During the inspection visit, the Contractor shall clean, adjust and lubricate the equipment as specified below, and furnish and install any parts required to maintain the elevators in satisfactory service. All equipment, material and installation shall conform to the most current editions of the following codes being enforced by the authority having jurisdiction:

- ANSI A17.1
- NEC
- OSHA
- Commonwealth of Kentucky Elevator Code

ELEVATOR PERFORMANCE

The Contractor must maintain at all times the standards of efficiency, safety, capacity and speeds of the elevators as designed and installed by the manufacturer including acceleration, retardation, contract speed in feet per minute, with or without full load, floor-to-floor time and door opening and closing time.

INSPECTIONS

The Contractor shall submit, with the RFP response, a schedule describing proposed frequency of inspections and routine lubrications and adjustments for each elevator. A check chart shall be provided and approved by the University before contract work begins. This chart must conform to the inspection schedule and will be posted in the elevator equipment rooms, subject to review by University personnel at any time. There shall be a check chart for each elevator which shall be kept up to date at all times, reflecting maintenance performed. Upon completion of maintenance, the Contractor's mechanic must properly initial the chart to indicate that the work has been accomplished. The Contractor shall provide to the University, on a quarterly basis, copies of all charts.

In addition to these charts, the Contractor shall maintain on the premises, a log of each and every elevator outlining all cleaning, repairs, replacements or adjustments performed on the equipment. These logs shall be available at all time for University inspection and, upon termination of the contract, shall become the property of the University.

The Contractor shall notify the University of all major repairs or replacements prior to performing such work.

MAINTENANCE REQUIREMENTS

All units shall receive complete preventive maintenance as herein specified, to include monthly Fireman's Service Inspection and Documentation. Complete preventive maintenance service specifies a regular and systematic examination of the elevator equipment including necessary repairs and replacements throughout the life of the contract. Examinations are to be made on a regular basis.

1. Traction Elevators

The Contractor will regularly and systematically examine, adjust, lubricate as required and as conditions warrant, repair or replace machine, motor, motor bearings, motor windings, starters, armatures, brake, brake coils, brake lining, resistance for operating and motor circuits, worms, gears, thrust bearings, sheaves, sheave bearings, machine bearings, controllers, selectors, relay panels, signal machines, , M-G sets, starting panels. This proposal also includes the maintaining of all necessary elevator equipment,

including signals, interlocks, door hangers, door closers, retiring cams, car and landing door operators, safety edges, switches and wiring of car lights. Replace hoisting cables and governor cables as often as necessary to maintain an adequate safety factor, and repair or replace conductor cables.

2. Hydraulic Elevators

The Contractor will regularly and systematically examine, adjust, lubricate as required, and as conditions warrant, repair and/or replace parts including pumps or component parts, valves, sheaves, V-belts, solenoid valves, jack packing, packing glands, pistons, pump motors, motor bearings, motor windings, starter or rotors, and the following equipment: controller, selector, relay panels, signal machines, signals, interlocks, door hangers, door closers, door guides, retiring cams, landing door operators, for car doors (or gates), safety edges or astragalus, limit switches, operation switches, wiring to controls, car lights and pushbuttons.

3. Chair Lifts

The chair will require maintenance twice annually. The work includes, but is not limited to, inspect and lubricate, check all safety and limit devices, including car gate locks and hoist gate locks.

4. General

Contractor agrees to properly lubricate guide rails and renew guide gibs and rollers when necessary, to insure smooth quiet operation.

Inspect and test all safety devices and governors, and equalize the tension on all hoisting ropes, as per the ANSI A17.7 2005 Safety Code for Elevators, Dumbwaiters and Escalators.

Clean the interior of all fascia and the interior of all hoistway door panels. Guide rails, overhead sheaves and beams, counterweight frames, top of cars, bottom of platforms, and machine room floors shall be brushed clear. Car tops and pits shall be kept clean.

All sheave bearings and hoisting ropes shall be lubricated; machine stuffing box and bearing on motor operated brakes shall be repacked and gear cases and guide lubricators shall be refilled when required.

Furnish high grade lubricants.

Provide Fireman's Service Inspection, maintenance and documentation monthly.

The exterior of the machinery and any other parts of the equipment, subject to rust, shall be kept properly painted and presentable at all times. The guide rails shall be kept free of rust where roller guides are used and properly lubricated where sliding guides are used to assure smooth and satisfactory operation. All electrical wiring and conductors extending to elevators from circuit breakers or main line switches in machine room and from outlets in the hoistways shall be repaired and/or replaced when required.

ANNUAL NO LOAD AND FIVE YEAR FULL LOAD TESTS

Annual no load and five year full load tests shall be completed as required by the Kentucky Office of Housing, Buildings, and Construction. Load tests and inspections should be scheduled to take place in March each year, or at the discretion of the NKU representative.

After award of contract, the Contractor shall submit to Northern Kentucky University, within a reasonable time, a schedule of when tests will be performed on the particular units. This schedule shall include: (1) date of last test, (2) month and year in which the next required test will be performed.

EMERGENCY CALL BACK SERVICE

Prompt emergency call back service shall be provided in response to requests by the University. The Contractor shall identify, in his proposal response time. Overtime will be charged for time after 9:00 p.m.

on weekdays, and on Saturday, Sunday, and Holidays. The University will pay only the overtime portion of the rate. All overtime must be approved by the University prior to starting work.

EXCLUSIONS

The Contractor is not required to:

- Refinish, repair, or replace the elevator cabs, hand rails, car floors, hoistway enclosure, doors, door frames, sills and oil hydraulic piston cylinders;
- Install new attachments as recommended, or required by insurance companies, or governmental authorities;
- Make replacements of parts with a different design;
- Replace main circuit breakers or main line switches, together with fuses for same;
- Clean and refinish the interior of cars and exterior of hoistway doors and frames.

VANDALISM, NEGLIGENCE AND ABUSE

Contractor will not be responsible for repairs caused by vandalism, negligence or abuse of the equipment beyond the control of the Contractor, except normal wear and tear. Contractors shall take into consideration the “normal wear and tear” factor of a college campus. The University will examine every vandalism repair claim to determine the severity of the problem before payment is made. Most occasional or routine problems, such as doors slipping off rollers, will not be considered vandalism and will be repaired by the Contractor at no additional cost to the owner. Reasonable charges for repairs due to obvious blatant vandalism or abuse will be honored.

RATES FOR NON-CONTRACT WORK

The Proposer is to provide both normal time and premium time rates for each contract period for mechanics and helpers in the space provided on the Form of Proposal page to be included in the costs section of the proposal.

ALTERATIONS TO EQUIPMENT

The Contractor shall not make any alterations to the elevator equipment, including control circuits, without prior written approval from the purchaser. The University reserves the right to have all requested revisions reviewed and/or approved by the original equipment manufacturer or a consultant hired by the University prior to their completion or execution.

All alterations requested by the Contractor are to be by way of written request only. All requests are to be in triplicate and accompanied by supporting prints, sketches, and /or schematics that may be required to provide detailed information.

End of Year Report

The Contractor shall provide a written report giving the overall condition of each elevator and a priority list of the remaining useful life of each elevator. This report will give NKU accurate information to prioritize each elevator for Modernization of each elevator to budget accordingly. The Contractor shall notify NKU of any situation that significantly impacts this prioritization between annual reports.

End of Specifications

**NORTHERN KENTUCKY UNIVERSITY
REQUEST FOR PROPOSAL, NKU-09-19
ELEVATOR PREVENTIVE MAINTENANCE**

INSTRUCTIONS TO PROPOSERS

SECTION 1 – PROPOSER’S REPRESENTATIONS

The Proposer by submitting a Response to an RFP, represents and warrants that:

1. The RFP Documents have been read and understood and the Proposal is made in accordance therewith.
2. The Proposal submitted is premised upon furnishing the work required by the RFP documents without exception.
3. The plans and specifications contained in the RFP Documents have been carefully examined and determined by the Proposer to be accurate as well as adequate and sufficient from which to submit a response to an RFP and from which to perform the Work.
4. Proposer understands that all solicitations are subject to the provisions and requirements of any applicable Kentucky Revised Statutes, including but not limited to the Kentucky Model Procurement Code, Open Records Requests, and the rules, regulations and policies of NKU including NKU’s General Terms and Conditions.

SECTION 2 – BIDDING DOCUMENTS

1. Availability of Bidding Documents

- A. Proposers, Sub-Proposers, Subcontractors, and others may obtain Proposal Documents from Procurement Services or by downloading from the NKU Planroom at www.nkuplanroom.com
- B. Complete sets of Proposal Documents shall be used in preparing Proposals. The University assumes no responsibility for misinterpretations resulting from the use of incomplete sets of proposal documents.
- C. The University, in making copies of the Proposal Documents available on the above terms, does so only for the purpose of obtaining Proposals on the work and does not confer a license or grant for any other use.

2. Accuracy of RFP Documents

- A. The RFP Documents are complementary and are issued for the convenience of the Proposers. NKU assumes no responsibility for the correctness of said documents. Each Proposer should review the documents for errors or inaccuracies that may affect the scope of work implied.
- B. All Proposers shall, upon examination of bidding Documents promptly notify the University’s Procurement Official of any ambiguity, inconsistency or error that they may discover upon examination of the Bidding Documents and/or of the site and local conditions.

3. Questions, Interpretations

- A. All questions regarding the meaning or interpretation of the Bidding Documents shall be directed in writing to the Procurement Official. Questions received less than seven (7) calendar days prior to the date for receipt of Bids may not be answered.

B. Questions will be accepted from prospective Proposers and should be submitted in a timely manner to the Procurement Officer only. E-mail submission of questions is preferable, but questions will also be accepted by mail or facsimile to the Procurement Officer. The Procurement Officer will decide whether an answer can be given before the closing date, based on the availability of time to research and communicate an answer. Answers to all substantive questions that have not previously been answered, and are not clearly specific only to the requestor, will be distributed to all vendors who are known to have received a copy of this RFP.

C. Any interpretation, correction or change of the Bidding Documents will be made by Addendum, issued by the Procurement Official. Interpretations, corrections or changes of the Bidding Documents made in any other manner will not be binding and Proposers shall not rely upon such interpretations, corrections and changes.

4. Addenda

A. Addenda will be mailed or delivered to all who are known by NKU Procurement Services to have requested and were furnished Bidding Documents.

B. Addenda are always posted on the NKU Planroom website: www.nkuplanroom.com

C. Copies of Addenda will be made available for inspection wherever Bidding Documents are on file for that purpose.

D. No Addenda of a material nature will be issued later than five (5) working days prior to the date for receipt of bids, except for postponing the date for receipt of bids or withdrawing the invitation for Bid or Proposal.

E. Each Proposer shall ascertain, prior to submitting his Bid or Proposal that he has received all Addenda issued by Procurement Service for the particular bid invitation. The Proposer shall acknowledge receipt of all Addenda in the Form of Proposal, or by separate letter to the Procurement Official which is received at or prior to the hour and date specified for receipt for Bids.

F. It shall be the sole responsibility of the Proposer who received the Addendum, to insure that all of the appropriate Sub-bidders and Sub-contractors are notified in respect to the information contained in the Addendum.

SECTION 3 – PRE-PROPOSAL CONFERENCE AND SITE VISIT

If this RFP warrants a pre-proposal conference then it shall be held at the date and time listed under the Notice of Advertisement.

SECTION 4 – BIDDING PROCEDURES

1. Timeliness of Proposals. RFP's shall be delivered to Suite 617, Lucas Administrative Center prior to the official time and date for receipt of Proposal indicated in the advertisement of Request for Proposal, or any extension thereof

made by Addendum. The “official time” refers to the time as indicated by the time date clock located in the reception area of Suite 617.

2. Late Bids. Bids received after the official closing time and date for receipt of Bids may be considered for evaluation and award only if: (i) no other Bids were received within the legal advertisement period; and (ii) the re-advertisement time delay would seriously affect the operations of the Owner; and (iii) in the judgment of the Purchasing Official, the Bid was finalized prior to the official closing time and date for receipt of bids. The Proposer shall assume full responsibility for timely delivery at the location designated for receipt of bids.

3. RFP’s Not In Writing. Oral, e-mailed, telephonic, or telegraphic RFP’s or changes in RFP’s by such methods are not permitted and will not receive consideration.

4. RFP’s Withdrawn. RFP’s may be withdrawn prior to the closing time and date for receipt of RFP’s by: (i) a properly identified representative of the Proposer whose name appears on the RFP envelope, or (ii) by written request by an authorized representative of the Proposer, received by Procurement Services prior to the RFP closing date and time. Withdrawn RFP’s may be resubmitted up to the closing time designated for the receipt of RFP’s.

5. RFP’s Remain Open. During the stipulated time period following the time and date designated for the receipt of RFP’s an RFP shall remain open for the Owner’s acceptance. During this period the RFP may not be modified, withdrawn or canceled by the Proposer, without the Bid security being subject to forfeiture and the suspension of the Proposer’s future bidding privileges.

BID SUBMISSION

Proposals are to be submitted by the date and time specified in the Project Timetable.

Submit to:

Blaine Gilmore
Interim Director, Procurement Services
Lucas Administrative Center, Suite 617
1 Nunn Drive
Northern Kentucky University
Highland Heights, KY 41099

NOTE: USPS Zip Code is 41099, other carriers should use Newport, 41076.

SECTION 5 – CONSIDERATION OF BIDS

1. Bid Opening. Unless stated otherwise in the Notice of RFP Opportunity or Request for Proposal, all properly identified timely RFP’s WILL NOT be opened publicly.

2. Request for Proposal responses are due at the appointed time but are not opened and read. They are first checked for responsiveness and then forwarded to the evaluation committee.

3. Waiver of Irregularities/Rejection of Bids. The right to cancel the Request for Proposal, to reject any and all Proposals, and to waive technicalities and minor irregularities in RFP’s is maintained and preserved in all Invitations for Bids issued by NKU when such action is determined to be in the best interest of NKU.

4. Grounds for Rejection. Grounds for the rejection of Bids or RFP’s include, but shall not be limited to:

- A. Failure of a Bid to conform to the essential requirements of the Invitation for Bid/Request for Proposal;
 - B. Any bid that does not conform to the specifications contained or referenced in any Invitation for Bid/Request for Proposal shall be rejected unless the invitation authorized the submission of alternate Bids and the items offered as alternates meet the requirements specified in the invitation;
 - C. Any Bid that fails to conform to the delivery or completion schedule established in the Bidding Documents; Procurement Services Instruction to Bidders & General Terms and Conditions
 - D. A Bid imposing conditions or qualifications which would modify the terms and conditions of the Invitation for Bid/Request for Proposal, or limit the Proposer's liability to the Owner in a manner inconsistent with the provisions of the Bidding Documents;
 - E. Any Bid determined by Procurement Services in excess of funds available;
 - F. Failure to furnish a Bid security in accordance with the requirements of the Notice of RFP Opportunity or Request for Proposal;
 - G. For other cause as documented by the Procurement Official pursuant to a written determination and finding;
 - H. Bids received from Proposers determined by the Procurement Official to be non-responsive Proposers.
5. Minor Irregularities. Minor irregularities or technicalities in a Proposal may be waived by the Procurement Official on behalf of the University when all of the following circumstances are present:
- A. The Procurement Official determines that it will be in the University's best interest to do so; and the technicalities or irregularities are mere matters of form not affecting the material substance of a Proposal;
 - B. Represent an immaterial deviation from, or variation in the precise requirements of the advertisement for Bids or Invitation for Bid, and have no effect on price, quality, quantity or delivery of supplies or performance of services being procured; and, the correction or waiver of the technicality or irregularity will not affect the relative standing of, or prejudice, other Proposers. If the University does not waive technical deficiencies and irregularities, the deficient Bid shall be rejected.
6. Competitive Negotiation. The University reserves the right to exercise the provisions of KRS 45A.090 regarding competitive negotiation when it is considered to be in the best interest of the University. It is the intent of the Procurement Official to award a contract, in due course and after a reasonable Bid evaluation period to the Responsive and Responsible Proposer offering the best value to the University, provided the acceptable Bid sum is within budgeted funds. In the event that all bids submitted result in prices in excess of funds available, NKU may enter into competitive negotiations subject to the guidelines and restrictions of KRS 45A.090.
7. Rejection of Alternate Bids. The University reserves the right to accept or reject any or all alternate Bids if provided for in the Bid Documents. If alternates designated by the University are considered in the award, the alternate(s) will be accepted in the sequence in which they are listed on the Bid proposal form and the lowest Bid sum will be computed on the basis of the sum of the base Bid plus and/or minus any alternates accepted.

SECTION 6 – QUALIFICATION OF BIDDING CONTRACTOR

1. Inquiries. The Procurement Official shall have the right to make any inquiry deemed necessary to determine the ability of the Proposer to perform the work in a prompt and efficient manner and in accordance with the contract Documents. The failure of a Proposer to promptly supply information in connection with the Procurement Official's inquiry may be grounds for a determination that such Proposer is nonresponsive.
2. Rejection. The right is reserved to reject any Bid where an investigation and evaluation of the Proposer's qualifications would give reasonable doubt that the Proposer could perform prompt and efficient completion of the work in accordance with the requirements with the Contract Documents.

SECTION 7 – AWARD OF CONTRACT

1. The issuance of an award of the Contract is contingent upon (i) securing an acceptable Response that is responsive and from a responsible Proposer and is within the amount of budgeted funds and (ii) determining that the award of Contract will be in the best interest of Northern Kentucky University.
2. Unless otherwise provided in the Bidding Documents, the resulting contract will consist of the Invitation for Bid with any issued addenda, drawings, specifications, the Proposer's submitted Form of Proposal and the Notice of Award letter.
3. The Contract between Northern Kentucky University and the Contractor will be final and binding when the parties have executed the Agreement between the Owner and Contractor.

SECTION 8 – BASIC LEGAL REQUIREMENTS

1. Forms Required. An Authentication of Bid, Statement of Non-collusion and Non-conflict of Interest documents are bound with and included as part of the Form of Proposal. The Proposer is required to sign that document and submit it as part of the Bid. Failure to comply with these requirements shall invalidate the Bid.
2. Foreign Corporations.
 - A. Foreign Corporations are defined as corporations that are organized under laws other than the laws of the Commonwealth of Kentucky. Foreign Corporations doing business within the Commonwealth of Kentucky are required to be registered with the Secretary of State, New Capitol Building, Frankfort, Kentucky and must be in good standing.
 - B. The Foreign Corporate Proposer, if not registered with the Secretary of State at the time of the Bid submittal, shall be required to become registered and be declared in good standing prior to the issuance or receipt of a contract.
 - C. Domestic Corporations. Domestic corporations are required to be in good standing with the requirements and provisions of the Office of the Secretary of State.

SECTION 9 - PLANHOLDERS

1. Intent to Submit a Proposal. A request for RFP Proposal and RFP Documents by a vendor will be considered as intent to submit a Response. The Proposer's name will appear on the planholder's list showing all planholders and will be forwarded all Addenda issued.

2. Planholder and Addenda Listing. The published planholder and Addenda listing is for general information purposes and the exclusion or inclusion of any firm in no way constitutes and/or implies approval or disapproval of the qualifications of any Proposer, Subcontractor, and material or equipment supplier. If the Proposer or planholder notes non-receipt of any of the listed Addenda, it shall be their responsibility to obtain missing copies from Procurement Services or review same at any of the designated reporting agencies offering the Bid Documents for review.

SECTION 10 – ANTI-KICK BACK

All Proposers shall comply with the Copeland "Anti-Kick Back" Act (18 USC 874) as supplemented in the Department of Labor Regulations (29 CFR, Part 3). This Act provides that each Proposer, subcontractor or Procurement Services Instruction to Bidders & General Terms and Conditions subgrantee is prohibited from inducing, by any means, any person employed in the construction, completion or repair of public work to give up any part of the compensation to which he is otherwise entitled.

SECTION 11 – PROTESTS

Any Proposer who wishes to protest or object to any award made or other decisions Pursuant to this Invitation for Bid may do so only in writing to the Director of Procurement Services.

SECTION 12 – TAXES

1. Not Tax-Exempt.

A. Proposers are informed that construction contracts for Northern Kentucky University are not exempt from the provisions of the Kentucky Sales and/or Use Tax. The Proposer shall include in the lump sum bid and the Contractor shall pay sales, consumer, use and similar taxes for materials, equipment and supplies incorporated into the Work unless otherwise specified in the Bid Documents.

B. Northern Kentucky University, through the Commonwealth of Kentucky, is entitled to exemption from Federal Excise Tax. All Prime Proposers or Sub-Proposers shall take this into consideration in their Bid.

2. Liability for Employee-Related Taxes. The Proposer and Subcontractors will be required to accept liability for payment of all payroll taxes or deductions required by local, state and federal law, including but not limited to old age pension, social security, or annuities. Worker's Compensation Insurance shall be carried to the full amount as required by Kentucky Statutes. The Proposer shall be in full compliance with KRS Chapters 341 and 342.

Note: Northern Kentucky University was annexed by the City of Highland Heights in 2008. All contractors performing work for NKU must possess a Campbell County Occupational License and a City of Highland Heights

Occupational License (administered by Campbell County) and must also pay applicable payroll taxes. For further information call 859.292.3884 or log onto:

<http://www.campbellcountyky.org/home/services/occupational-license.htm>.

SECTION 13 – COMPLIANCE WITH KENTUCKY'S COMPENSATION & UNEMPLOYMENT INSURANCE LAWS KRS

45A.480

The successful contractor will be required to assure, by affidavit, that all contractors and subcontractors employed, or will be employed, under the provisions of the contract shall be in compliance with Kentucky requirements for Worker's Compensation Insurance according to KRS Chapter 342 and Unemployment Insurance according to KRS Chapter 341.

SECTION 14 – COMPLIANCE WITH KENTUCKY'S EEO ACT, KRS 45.560A5.640

Kentucky's EEO Act, KRS 45.560A5.640 requires non-exempt parties to submit information about employment and hiring practices for any contract award which exceeds \$500,000. Bidders are required to submit reports to the Contracting Agency in accordance with the requirements of the solicitation. The Contracting Agency will send copies of the reports to the Finance and Administration Cabinet, Office of EEO and Contract Compliance (EEO/CC) for review and approval. A list of REQUIRED EEO reports follows.

EEO I. Employer Information

EEO II. Report Affidavit of Intent to Comply

EEO III. Subcontractor Report Form

The employment provisions of the EEO Act may also be met, in part, by subcontracting to a minority-owned and/ or a female-owned company (as appropriate).

EEO/CC will review and evaluate your employment data and, if applicable, the minority-owned and/ or female-owned company documentation. Thereafter, EEO/CC will determine whether your workforce reflects the percentage of available minorities and females in the area from which your employees are drawn. No award will become effective until all forms are satisfactorily submitted and EEO/CC has certified compliance. Thereafter, EEO/CC will recertify your company at one (1) year intervals. All required forms are available at <http://finance.ky.gov/services/eprocurement/Pages/vendorservices.aspx>

Contracts between the Successful Bidder and Subcontractors that exceed \$500,000 shall include a provision which requires the Subcontractor(s) to comply with the EEO Act and its reporting requirements. The Successful Bidder is responsible for submitting the subcontractor's forms to EEO/CC. (Note: contracts below the second tier are exempt from EEO reporting.)

SECTION 15 --PERSONAL SERVICES CONTRACT

If this RFP is for consulting or other personal services, then Kentucky law requires a Personal Services Contract to be signed by the vendor and filed with the Legislative Research Commission in Frankfort prior to any work beginning. KRS 45A.690 defines a Personal Service Contract as “an agreement whereby an individual, firm, partnership, or corporation is to perform certain services requiring professional skill or professional judgment for a specified period of time at a price agreed upon.”

After Determination but prior to award, a Personal Services Contract will be sent to the winning offeror for signature. Please be sure to sign and return the original contract promptly to Northern Kentucky University. A Notice of Award will not be issued until the signed Personal Services Contract has been received by Procurement Services and filed with the Legislative Research Commission in Frankfort, KY.

REGARDING PERSONAL SERVICE CONTRACT INVOICING

House Bill 387 has now amended Kentucky Revised Statute 45A.695(10)(A) with the following language, “No payment shall be made on any personal service contract unless the individual, firm, partnership, or corporation awarded the personal service contract submits its invoice for payment on a form established by the committee”. The Personal Service Contract Invoice Form shall be used for this purpose and for your convenience we have added fields so that it can be completed online and printed. This form can be located on NKU’s Procurement Services website at: <https://inside.nku.edu/procurement.html>

SECTION 16 - PAYMENT AND PERFORMANCE BONDING REQUIREMENTS

The successful Contractor shall furnish security bonds in an amount equal to one hundred percent (100%) of the Contract amount as security for the performance of the Contract established and for payment of all persons performing labor, including payment of all unemployment contributions which become due and payable under Kentucky Unemployment Insurance Law, and furnishing materials, equipment, supplies, taxes, and other proper charges and expenses incurred or to be incurred in the performance of the contract. All bonds shall be executed by a surety company authorized to do business in the Commonwealth of Kentucky. The bonds shall be valid after the final payment has been made on the Contract during the guaranty period and other periods limited only by statutes of limitation. If the furnishing of performance and payment bonds is required by the Bidding Documents, the bond premiums shall be paid by the Proposer. If the furnishing of bonds is not required by the Bid Documents, but required by the Purchasing Officer subsequent to the award of Contract, the successful Proposer shall procure the bonds and the University will reimburse the Proposer for the premium cost. The University reserves the right to require all bonds be provided by a surety company with a rating of “A” or better as listed in the A. M. Best-Key Rating Guide for Property and Casualty (current edition).

The Proposer shall execute the required performance and payment bonds for NKU on the date of execution of the Contract Documents between the Owner and the Contractor, or, with the approval of the Purchasing Official, within ten (10) calendar days after that date. Unless otherwise specified in the Bidding Documents, the bonds shall be written on the bond form bound in the bidding documents and in the number of counterparts specified by the Purchasing Official.

SECTION 17 – INSURANCE

If awarded, bidder / proposer must provide NKU with an insurance certificate listing NKU as a certificate holder and additionally insured.

**Northern Kentucky University
617 Lucas Administrative Center
1 Nunn Drive
Highland Heights, KY 41099**

The Contractor shall furnish the University the Certificates of Insurance and guarantee the maintenance of such coverage during the term of the contract. The Contractor shall provide an original policy endorsement of its CGL insurance naming Northern Kentucky University and the directors, officers, trustees, and employees of the University as additional insured on a primary and non-contributory basis as their interest appears. Additionally, the Contractor shall provide an original policy endorsement for Waiver of subrogation in favor of the Northern Kentucky University its directors, officers, trustees, and employees as additional insured.

Our basic insurance requirements are:

Workers' Compensation insurance with Kentucky's statutory limits and Employers' Liability insurance with at least \$100,000 limits of liability.

Comprehensive General Liability (CGL) Insurance the limits of liability shall not be less than \$500,000 each occurrence for bodily injury and \$250,000 property damage.

Comprehensive Automobile Liability Insurance: To cover all owned, hired, leased or non-owned vehicles used on the Project. Coverage shall be for all vehicles including off the road tractors, cranes and rigging equipment and include pollution liability from vehicle upset or overturn. Policy limits shall not be less than \$500,000 for bodily injury and \$100,000 for property damage.

Excess liability insurance in an umbrella form for excess coverages shall have a minimum of \$1,000,000 combined single limits for bodily injury and property damage for each.

If accessing NKU Student, Employee, or other personal records, vendor needs Security and Privacy Liability Insurance with limits no less than \$1,000,000.

If accessing NKU Student, Employee, or other personal records, vendor needs Evidence Breach Response Services coverage with limits no less than \$5,000,000.

**NKU-09-19
APPENDICES**

Elevators spreadsheet for reference

Form of Proposal COSTS *(to be included in Proposal)*

Bid Bond Example *(to be included in Proposal)*

LIST OF ELEVATORS

State #	Location	Year Built	Capacity	Hydro / Traction	Front openings	Rear openings	Make	Freight / Passenger
5686	Admin #1	1981	3500	Traction	8		Dover	Passenger
5687	Admin #2	1981	4500	Traction	8		Dover	Passenger
11006	BAC	1989	2500	Hydraulic	3		Otis	Passenger
11007	BAC	1989	3500	Hydraulic	3		Otis	Passenger
19520	BB&T Arena	2008	3500	Hydraulic	3		Otis	Passenger
19521	BB&T Arena	2008	3500	Hydraulic	3		Otis	Passenger
19522	BB&T Arena	2008	4500	Hydraulic	3		Otis	Service
19890	BB&T Arena	2008	750	electric			Garaventa	Chair lift
3640	Callahan #3		3500	Hydraulic	4		Dover	Passenger
3642	Callahan (B) #4		3500	Hydraulic	4		Dover	Passenger
3641	Callahan (F) #2		3500	Hydraulic	4		Dover	Passenger
3639	Callahan (H) #1		2500	Hydraulic	3		Dover	Passenger
12914	Campbell Hall			Chair Lift			National	Passenger
6408	Campbell Hall			Hydraulic			Otis	Passenger
11750	FA new	1992	4000	Hydraulic	3		Abell	Passenger
5012	FA old	1977	10000	Traction	5		Dover	Freight
5013	FA old	1977	4000	Traction	4		Dover	Passenger
13476	FA old	1977	10750	Hydraulic	NA		Gala Syst	Stage lift
3035	FH #1	1974	3500	Traction	5		Dover	Passenger
3036	FH #2	1974	3500	Traction	5		Dover	Passenger
27055	HIC #1	2018		Gearless			Otis	Passenger
27056	HIC #2	2018		Gearless			Otis	Passenger
14880	Garage #1		2500	Hydraulic	4		Schindler	Passenger
17343	Garage #2		3500	Hydraulic	3		Thys/Krupp	Passenger
20061	Garage #3	2008	3500	Hydraulic	3		Canton	Passenger
20062	Garage #3	2008	3500	Hydraulic	3		Canton	Passenger
21086	Griffin Hall		4000	Gear/belt			Otis	Passenger
21087	Griffin Hall		4000	Gear/belt			Otis	Passenger
6249	Health Cnt	1984	3000	Hydraulic	3	1	Canton	Freight
6274	Health Cnt	1984	2000	Hydraulic	3		US Elevator	Passenger
24815	Health Cnt new	2015		Hydraulic			Otis	Passenger
12614	Honors house		950	Chair Lift	2		Hamilton Access	Passenger
2594	LA Print Shop	1976	12000	Hydraulic	2		Dover	Freight
1872	Landrum #1	1976	2500	Traction	5		Dover	Passenger
1873	Landrum #2	1976	2500	Traction	5		Dover	Passenger
1874	Landrum #3	1976	2500	Traction	5		Dover	Passenger
12413	Library	1975	3500	Traction	5		Dover	Passenger

State #	Location	Year Built	Capacity	Hydro / Traction	Front openings	Rear openings	Make	Freight / Passenger
12414	Library	1975	3500	Hydraulic	5		Dover	Passenger
5508	MEP east	1980	3500	Hydraulic	5		Dover	Passenger
5507	MEP West	1980	3500	Hydraulic	5		Dover	Passenger
3031	NH #1	1972	3500	Traction	5		Armor	Passenger
3032	NH #2	1972	3500	Traction	5		Armor	Passenger
3033	NH #3	1972	3500	Traction	5	5	Armor	Passenger
3637	Northern Terrace			Hydraulic			Dover	Passenger
3638	Northern Terrace			Hydraulic			Dover	Passenger
16552	Power Plant		3500	Hydraulic	2		Thys/Krupp	Passenger
15047	SC #1	1999	9000	Hydraulic	5		Thys/Krupp	Freight
15048	SC #2	1999	4500	Hydraulic	4		Thys/Krupp	Passenger
15049	SC #3	1999	4500	Hydraulic	4		Thys/Krupp	Passenger
18817	SC Green House		550	Chair Lift	1		Garaventa	Passenger
21211	Soccer Stadium	2009	2100	Hydraulic			Schindler	Passenger
18573	Student Union	2008	3000	Hydraulic	3		Thys/Krupp	Passenger
18589	Student Union	2008	3000	Hydraulic	3		Thys/Krupp	Passenger
18590	Student Union	2008	4500	Hydraulic	3		Thys/Krupp	Service
5066	UC	1977	4000	Traction	4		Montgomery	Passenger
18591	UC bookstore		2100	Hydraulic	2		Vertical Syst.	Passenger
15594	UC Budig Theatre		750	Chair Lift	1		Access Indust.	Passenger
5065	UC freight	1977	10000	Hydraulic	4		Montgomery	Freight
16538	UN Suites	2003	2500	Hydraulic	4		Thys/Krupp	Passenger
16539	UN Suites	2003	2500	Hydraulic	4		Thys/Krupp	Passenger
16540	UN Suites	2003	2500	Hydraulic	4		Thys/Krupp	Passenger

**NORTHERN KENTUCKY UNIVERSITY
REQUEST FOR PROPOSAL, NKU-09-19
ELEVATOR FULL and PREVENTIVE MAINTENANCE
Form of Proposal**

LUMP SUM BASE BID:

The Bidder agrees to furnish all labor, materials, supplies, supervision and services to provide full elevator maintenance at Northern Kentucky University, Highland Heights. These services to be provided in accordance with Specifications and Contract Documents, and any duly issued Addenda for the LUMP SUM BASE BID set forth below.

Monthly Cost/ Elevator \$ _____ x 12 mths. x 45 elevators = \$ _____

Semi-annual Cost/ Lift \$ _____ x 2 x 4 lifts = \$ _____

TOTAL ANNUAL COST: \$ _____

ALTERNATES:

Non-Contract and premium time rates:

	Standard Hours	Premium Hours	Holiday Hours
Mechanic:	\$ _____	\$ _____	\$ _____
Helper/Apprentice	\$ _____	\$ _____	\$ _____
Team (2 men)	\$ _____	\$ _____	\$ _____

THIS BID SUBMITTED BY:

(Name of Bidder)

DATE: _____ AUTHORIZED SIGNATURE: _____

NOTE: *The Authentication of Bid and Statement of Non-Collusion and Non-Conflict of Interest must be properly executed for this Bid to be valid.*

This Bidder, in compliance with this Request for Bid, and having carefully examined the complete contract documents, as well as the specifications for the work as prepared by Northern Kentucky University, hereby proposes to furnish all labor, supervision, materials, supplies and services required to perform the specifics of the Contract Documents, within the time set forth herein and for the final negotiated price.

The Bidder, hereby acknowledges receipt of the following Addenda:

ADDENDUM NO. _____	DATED _____	ADDENDUM NO. _____	DATE _____
ADDENDUM NO. _____	DATED _____	ADDENDUM NO. _____	DATE _____

Bid Bond5% of Contract Price

KNOW ALL MEN BY THESE PRESENTS, that we

(here insert full name and address or legal title of Contractor)

as Principal, hereinafter called the Principal, and

(here insert full name and address or legal title of Surety)

a corporation duly organized under the laws of the State of Kentucky as Surety, hereinafter called Surety, are held and firmly bound unto **Northern Kentucky University** as Obligee, hereinafter called Obligee, in the sum of :

_____ Dollars (\$_____),

representing 5% of the Principal's total bid price and for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for

(Here insert full name, address and description of project)

NOW THEREFORE, if the Obligee shall accept the bid of the Principal within the period specified, or if no period is specified, within 45 days after its opening, and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bid or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bonds or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this

day of

20__

(Principal)

(Seal)

(Witness)_____
(Title)_____
(Surety)

(Seal)

(Witness)_____
(Title)