



REQUEST FOR QUOTE

for

ELEVATOR REPAIR

at

OLNEY CHARTER HIGH SCHOOL

AUGUST 19, 2019

ASPIRA Inc. of Pennsylvania



DATE: August 19, 2019
TO: Qualified Elevator Repair Service Providers
RE: Request for Quote – Elevator Repair at Olney Charter High School

ASPIRA Inc. of Pennsylvania is issuing this Request for Quote (RFQ), *on behalf* of Olney Charter High School (the “School” or “Customer”) to solicit sealed proposals from qualified Service Providers who specialize in elevator repair to furnish all labor, equipment and materials necessary to repair one of the School’s passenger elevators in its facility located at 100 W. Duncannon Ave, Philadelphia, PA 19120. The Service Providers shall have a minimum of 5 years of experience, and be able to complete the project within 45 days of executed contract. Service Providers can obtain a copy of the RFQ by visiting:

http://www.aspirapa.org/apps/pages/index.jsp?uREC_ID=1415768&type=d&pREC_ID=1603133

Service Providers are required to visit the work site in order to familiarize themselves with all existing conditions that may affect the work requested in the RFQ. Between the dates of September 10, 2019 through September 13, 2019, each bidder will be afforded an opportunity to visit the School to assess the condition of the elevator to determine the repairs required to fully inform their bid.

Sealed bids must be addressed to Janice Lopez, ASPIRA Inc. of PA, 4322 N. 5th Street, 3rd Floor, Philadelphia, PA, 19140, and **received on or before Tuesday September 20, 2019 at 1:00pm.** Proposals received after this date/time will be returned to sender unopened. Proposals must be sealed and marked “Olney Elevator RFQ” followed by the name of the Service Provider. Please direct all questions regarding proposals and bid process to Janice Lopez at jlopez@aspirapa.org.

The School reserves the right to reject any or all proposals and to waive any irregularities in the proposals. The School will hold a private bid opening, and respondents will be notified following the approval of the award.

The schedule of the bid process is as follows:

Release of RFQ	August 19, 2019
Required Individual Elevator Repair Assessment Visit	September 10, 2019 - September 13, 2019
<i>Submittal Deadline</i>	<i>September 17, 2019 at 1:00pm</i>
Intended Vendor Award Notification	September 20, 2019

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OLNEY CHARTER HIGH SCHOOL

ELEVATOR REPAIR RFQ

A. BACKGROUND & PURPOSE

ASPIRA Inc. of Pennsylvania is issuing this Request for Quote (RFQ), *on behalf* of Olney Charter High School (the “School” or “Customer”), to solicit sealed bids from qualified elevator repair vendors (“Service Providers”) to furnish all labor, equipment and materials necessary to repair one of the School’s passenger elevators at the School’s facility located at 100 W. Duncannon Ave, Philadelphia, PA 19120. The elevator is out of service, and each respondent to this RFQ will be afforded an opportunity to assess and bid on the repairs they deem necessary to restore the elevator operation within applicable state codes. The School reserves the right to: (1) request additional information from any Service Providers, (2) reject any or all proposals, to waive any irregularity in the proposals, and (3) not guarantee a minimum value for the contract to the Service Provider.

B. INSTRUCTIONS & QUALIFICATIONS

Please refer to the cover sheet of this RFQ for the schedule of the proposal process, noting that Service Provider s are required to visit the work site in order to familiarize themselves with all existing conditions that may affect the work involved. Any costs incurred by Service Provider s in preparing or submitting proposals are the Service Provider’s sole responsibility.

Submit with Proposal:

1. Service Provider Qualification Form (pages 1 and 2)
2. Service Provider Reference Form
3. Fee Form
4. Execution of Proposal Form
5. A copy of all agreements and service terms that will be required to initiate any proposed services

To be provided in event of awarded contract, prior to execution of contract:

The following documents are not required to be included in the Service Provider’s proposal. However, the Service Provider must be able to provide the following prior to execution of project.

1. **Current Business License.** A copy of the current business license will be required.
2. **Completed W-9 or 1099 Tax Form.** Completed forms will be required.
3. **Insurance.** At all times during the Term, Service Providers and the School, shall each, at their own expense, procure and maintain the types and minimum limits of insurance specified below. Such insurance shall be provided by insurers authorized to do business

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in the Commonwealth of Pennsylvania and which have at least an A- (Excellent)/FSC-XI rating from A.M. Best. All insurance herein, except the professional liability insurance, shall be written on an “occurrence” basis and not a “claims-made” basis. Service Providers shall name ASPIRA as an additional insured on the general liability insurance policy, and ASPIRA shall name Service Providers as an additional insured on the general liability insurance policy. Prior to commencing the Service, and upon request throughout the Term, the Service Provider shall submit a Certificate of Insurance evidencing the insurance as specified below.

- a) **Workers’ Compensation and Employer’s Liability.** Workers’ Compensation limits shall be the statutory limits and employers’ liability insurance, with limits of (1) \$100,000 Each Accident-Bodily Injury by Accident; (2) \$100,000 Each Employee-Bodily Injury by Disease; and (3) \$500,000 Policy Limit-Bodily Injury by Disease.
- b) **General Liability Insurance.** Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability; \$1,000,000 advertising injury; \$2,000,000 general aggregate and \$2,000,000 aggregate for products and completed operations. The general liability insurance shall cover: premises operations; blanket contractual liability, personal injury liability; products and completed operations; independent contractors, employees and volunteers as additional insured; cross liability; broad form property damage (including completed operations).
- c) **Professional Liability Insurance.** Limit of Liability: \$1,000,000 with a deductible not to exceed \$100,000. The professional liability insurance shall cover errors and omissions, including liability assumed under this Agreement, which may be written on a claims-made basis, provided that coverage for occurrences arising out of the Agreement shall be maintained in full force and effect under the policy or “tail” coverage for a period of at least three (3) years after the expiration or sooner termination of this Agreement, or providing for an extended reporting period of three (3) years after cancellation of the policy.

C. SCOPE OF WORK GENERAL REQUIREMENTS

1. The Service Provider shall supply a quote outlining the materials, equipment and labor required to restore the elevator to full operation per state code.
2. In all circumstances, the work completed by the Service Provider shall be of first class quality, and shall be completed by employees skilled in the respective trade and knowledgeable about the products and equipment being used.
3. The Service Provider shall provide a key representative/project manager during the duration of the project to ensure communication with the School as necessary.
4. The Service Provider shall conduct work in a manner that causes minimum obstruction and inconvenience to School operations. Regular business hours are Monday-Friday 8:00 am –

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- 4:30 pm. The majority of project work (that which causes disruption) shall be initiated and completed during non- business hours. If any work is scheduled during regular business hours through the ASPIRA Maintenance Department, the Service Provider shall provide barricades, signs or other safety equipment for work areas as necessary as to avoid any unnecessary disruption and/or accidents.
5. The Service Provider shall be responsible for repairing, at Service Provider's expense, any damage to existing improvements and/or items that result from the Service Provider providing inadequate protection from damage.
 6. The School reserves the right to reject any or all proposals and to waive any irregularity in the proposals.
 7. If a proposal is accepted, the School will execute a contract based upon items contained in this proposal.
 8. The School reserves the right at any time to alter the specifications to meet increased or decreased needs. If such changes cause an increase/decrease in costs or time required for services, or otherwise affects any other provision of the agreement, an equitable adjustment shall be made and the agreement shall be modified in writing accordingly, prior to any additional work being performed.
 9. The Service Provider shall perform work and clean-up in accordance with all federal, state and local regulations.
 10. The School is not responsible for accidents or injuries incurred by the Service Provider. The Service Provider is required to provide evidence of and maintain adequate insurance coverage. The Service Provider shall save and hold harmless, pay on behalf of, protect, defend, indemnify the School, assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of the School or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Service Provider their employees, including losses, expenses or damages sustained by the School, as well as the School officers, agents, and employees from any and all such losses, expenses, damages, demands and claims. The Service Provider further agrees to defend any suit or action brought against the School based on any such alleged injury or damage, and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the Service Provider agrees to purchase and maintain, during the life of this contract, contractual liability insurance in the amounts required in the general liability insurance requirements. The obligations of the Service Provider pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the Service Provider.
 11. The Service Provider shall not subcontract any of the work to any other company.
 12. All respondents to this RFQ shall indemnify and hold harmless the School, ASPIRA Inc. of Pennsylvania and any of their officers and employees from all suits and claims alleged to be a result of this RFQ. The issuance of this RFQ constitutes only an invitation to present a bid. The School reserves the right to determine, at its sole discretion, whether any aspect of a

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respondent's submittal meets the criteria in this RFQ. The School also reserves the right to seek clarifications, to negotiate with any Service Provider submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFQ is withdrawn or the project canceled for any reason, the School shall have no liability to any respondent for any costs or expenses incurred in connection with this RFQ or otherwise.

13. Failure to submit all the mandatory forms from this RFQ package may be just cause for the rejection of the qualification package. However, the School reserves the right to decide, on a case-by-case basis, at its sole discretion, whether to reject such a proposal as nonresponsive.
14. The School reserves the right to award any contract to the next most qualified Service Provider, if the successful Service Provider does not execute a contract within 30 days of being notified of the selection.

General Specifications

15. Complete job within 45 calendar days of the project start date.
16. Provide all labor, materials, equipment and supervision for all preparation and repair work.
17. All manufactured articles, materials, equipment etc. shall be applied, installed, connected, erected, used, cleaned and conditioned as directed by the manufacturer. All materials shall be new or rebuilt (only if certified and with applicable warranty) and installed for the purpose for which the manufacturer specified and intended.

Clean-Up & Disposal

18. Keep areas free of accumulated debris and construction materials on a daily basis. Upon job completion, remove all materials and debris.
19. Where necessary, Service Provider is to reinstall hardware, fixtures, light switch/outlet covers and other miscellaneous items that were removed during the repair.
20. Coordinate non-toxic trash disposal with the ASPIRA Maintenance Department.

D. DEFAULT BY SERVICE PROVIDER

In the event Service Provider fails in any material way to comply with any term, covenant or condition set forth in a final agreement, and such failure continues for 30 days following written notice to Service Provider thereof by the School, such failure shall constitute an event of default by the Service Provider hereunder. In the event of a default by Service Provider that continues beyond the applicable cure period, then ASPIRA may, without further notice or demand to Service Provider, pursue any or all of the following remedies: (i) terminate this Agreement by giving Service Provider notice of termination, and in which case the final agreement shall terminate and be of no further force or effect, except with respect to obligations that have accrued prior to such termination and those that are expressly intended to survive termination; and/or (ii) any other legal or equitable remedy available to ASPIRA, including but not limited to a legal action for breach and damages against Service Provider. ASPIRA may elect, in its sole discretion, not to exercise any of the above remedies and may permit Service Provider to continue to perform the Services. No such election or extension by ASPIRA shall operate as a waiver of any of ASPIRA rights under any agreement.

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SERVICE PROVIDER QUALIFICATION FORM – PAGE 1 OF 2

Attach additional page(s) as necessary

Full Legal Business Name: _____

Address: _____

Contact Name & Title: _____

Contact Phone & Email: _____

Type of Business:

Corporation _____

Partnership _____

Individual _____

Other, Explain: _____

How many years have your business performed elevator repair services without interruption?

_____ Is your business full-time or part-time? _____

Do you maintain an office staffed during regular business hours? _____

Has your business been in bankruptcy, reorganization or receivership in the last five (5) years?

Yes _____ No _____

If yes, explain:

Do your workers receive background checks?

Yes _____ No _____

Describe the qualifications, including any applicable certifications, of the workers who would perform the work.

List or detail any other pertinent information that would indicate the ability of your business to fulfill the scope of work outlined in this RFQ satisfactorily.

COMPLETE AND SUBMIT THIS FORM AS A PART OF YOUR PROPOSAL

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SERVICE PROVIDER QUALIFICATION FORM – PAGE 2 OF 2

Describe if and how the work included in your proposal will be carried out in accordance with ASTM Standards, if applicable.

List any of the requirements in the Scope of Work you are not able to accommodate. Discuss any exceptions, special conditions, other fees, other services or deviations from the requested scope or other information defined in this proposal.

List the warranty terms for all products and services defined in the proposal response:

How will your business provide quality control during the performance of the work?

Proposed Work Schedule, including anticipated total number of days for project completion:

COMPLETE AND SUBMIT THIS FORM AS A PART OF YOUR PROPOSAL

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SERVICE PROVIDER REFERENCE FORM

A minimum of three references are required. All references must be from customers for whom your business has completed work similar to the specifications of this proposal. Additional page(s) may be attached as necessary.

References for:

(Service Provider Name)

1. Business Name

Address: _____

Contact Person Name & Title: _____

Phone: _____

Email: _____

Describe Scope of Work and approx. dates of service:

2. Business Name

Address: _____

Contact Person Name & Title: _____

Phone: _____

Email: _____

Describe Scope of Work and approx. dates of service:

3. Business Name

Address: _____

Contact Person Name & Title: _____

Phone: _____

Email: _____

Describe Scope of Work and approx. dates of service:

COMPLETE AND SUBMIT THIS FORM AS A PART OF YOUR PROPOSAL

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FEE FORM

All project costs must be accounted for in the proposal. Attach additional sheet(s) if necessary. Service Provider s must make and supply their own measurements prior to proposal submission.

1. Based on your site visit to assess needed repairs, list or enclose a separate document with detail of needed repairs ***with the associated cost including both labor and materials for each item requiring repair or replacement.*** It is highly preferred that areas are broken down as much as possible.
2. List any and all other fees required for the Scope of Work/ project outlined in this proposal not included above if applicable (must define & list cost):
3. List any proposed additional, optional or alternative work for consideration if applicable (must define & list cost):

COMPLETE AND SUBMIT THIS FORM AS A PART OF YOUR PROPOSAL

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EXECUTION OF PROPOSAL FORM

The responding Service Provider *certifies* the following by checking the following items:

____ That this proposal was signed by an authorized representative of the Service Provider.

____ That the potential Service Provider has determined the cost and availability of all services and/or materials associated with performing the services outlined herein.

____ That all costs associated within the proposal submitted have been determined and included in the Service Provider's response.

Therefore, in compliance with the foregoing Request for Proposal, and subject to all terms and conditions thereof, the undersigned offers and agrees to the conditions as set forth in this Request for Proposal with no exceptions. In the event of exceptions, each such exception must be clearly noted and detailed within the Service Provider's response.

Business Name:

Authorized Signature: _____ **Date:** _____

Printed Name & Title: _____

Phone Number: _____

Email Address: _____

COMPLETE AND SUBMIT THIS FORM AS A PART OF YOUR PROPOSAL

