COLUMBUS METROPOLITAN LIBRARY

Request for Proposal

Elevator Service and Preventative Maintenance – Various Branches

Issue Date: August 9, 2024

RFP Number: CML # 24-020

Issued by:
Procurement Department
96 S. Grant Ave.
Columbus, OH 43215

Deadline for Submittal:
August 29, 2024
No later than 12:00 Noon
REQUEST FOR PROPOSAL COVER SHEET

The Columbus Metropolitan Library ("CML" or "Library") is issuing this Request for Proposal ("RFP") for Elevator Service and Preventative Maintenance – Various Branches. The RFP Identification Number is CML #24-020.

Proposals must be received by the Procurement staff at the Columbus Metropolitan Library via email to procurement@columbuslibrary.org no later than 12:00 pm on August 29, 2024. Any Proposal ("Proposal") arriving after 12:00 pm will be marked late and will receive no consideration for selection to provide the specified services.

All questions or requests for clarifications should be submitted no later than 5:00 p.m., August 22, 2024. All questions will be answered in the form of an addendum and posted on the CML website.

The Proposer ("Proposer") declares to have read and understood and agrees to be bound by all the instructions, terms, conditions and specifications of this RFP and agrees to fulfill the requirements of any contract ("Contract") for which it is selected to provide the specified services at the prices proposed.

The Proposer certifies, by signature affixed to this Request for Proposal Cover Sheet, that the information provided by it in response to the RFP, including certified statements, is accurate and complete.

<table>
<thead>
<tr>
<th>Federal Taxpayer Identification Number (TIN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Person Signing the Proposal (Please print or type)</td>
</tr>
<tr>
<td>Proposer Name</td>
</tr>
<tr>
<td>Mailing Address</td>
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<td>City</td>
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<tr>
<td>Telephone</td>
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<tr>
<td>Contact Person</td>
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<tr>
<td>E-mail Address</td>
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<tr>
<td>Authorized Signature (in blue ink or via DocuSign)</td>
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THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE PROPOSAL.
OVERVIEW

The Columbus Metropolitan Library is seeking competitive proposals from qualified firms to provide Elevator Services and Preventative Maintenance for various Branches.

CML facilities undergo renovations on a regular basis. Sites and equipment may be modified, added, or removed to meet the operational needs of CML. The CML Operations Manager will notify the Contractor in writing of site relocations, modifications, additions or removals of services required.

SCOPE OF WORK

This project is to provide elevator service and preventative maintenance at various locations. The Proposer must be able to provide all products/services and meet all the requirements contained in this solicitation and shall remain responsible for contract performance for the duration of the agreement. Contractor (“Contractor”) shall furnish all labor, materials, equipment services and supervision required to complete the Work complying with the scope of work outlined herein.

STATEMENT OF WORK

1. EQUIPMENT

A. Table 1 contains the nameplate information of existing elevators that are the basis for this RFP. CML shall have the right to add, remove, or modify services at any CML location at any time. In the event there is an increase in the quantity of elevators, CML will allow the contractor to submit a price proposal for the additional work. In the event there is a decrease in the quantity of elevators, CML shall be due a price reduction.
Table 1

<table>
<thead>
<tr>
<th>State ID</th>
<th>Branch Name</th>
<th>Unit Name</th>
<th>Location</th>
<th>Access</th>
<th>Manufacture</th>
<th>Capacity</th>
<th>Type</th>
<th>Date Installed</th>
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<td>65039</td>
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<td>1 - 34098</td>
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<td>Carnegie</td>
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B. The hours of operation for the buildings with elevators are Monday-Thursday, 9:00AM – 9:00PM, Friday and Saturday, 9:00AM – 6:00PM, and Sunday 1:00PM – 5:00PM.


2. FIELD INSPECTIONS

A. Contractor shall conduct a weekly field inspection of all six (6) elevators located at Main Library. Inspections at the Main Library branch shall be completed no later than 8:30 AM. This field inspection will include riding all elevators and stopping on all floors to inspect overall operations.

B. Prior to starting the field inspection, the Contractor shall check in with the maintenance supervisor or his designee and sign in on the Contractor inspection logbook. If any issues are found during the field inspection the Contractor will report those issues to CML maintenance supervisor or designee to have a service ticket called in, as well as note inside the inspection logbook. The field inspections must be completed prior to public opening hours, (Monday through Friday 6:00 A.M. to 8:30 A.M possible field inspection times.)
3. REPAIR SERVICES

A. The Contractor shall maintain a telephone answering service twenty-four (24) hours each day, seven (7) days each week to receive repair service calls. CML may make requests for repairs via telephone or in writing. The Contractor shall acknowledge repair requests within fifteen (15) minutes of the CML request and shall have a Certified Elevator Technician (CET) at the site providing repair services within two (2) hours. The Contractor shall work continuously until the situation requiring repair is successfully abated.

4. MAINTENANCE SERVICES

A. The Contractor shall perform maintenance services in an interval that shall not exceed ninety (90) days or manufactures recommended time frame to maintain, adjust, lubricate, and otherwise maintain the components listed below, which shall include but shall not be limited to:

B. Prior to all maintenance services CML’s Maintenance Supervisor must be contacted prior to the contractor coming onsite.

C. The CML Maintenance Team will complete the monthly fire service recall and test the emergency phone systems on all elevators.

   I. HYDRAULIC ELEVATORS:
      i. RELAY LOGIC CONTROL SYSTEM
         1. All control system components.
      ii. MICROPROCESSOR CONTROL SYSTEM
         1. All control system components.
         2. System performance examinations will be conducted to ensure that dispatching and motion control systems are operating properly.
      iii. POWER UNIT
         1. Pump, motor, valves, and all related parts and accessories.
      iv. HYDRAULIC SYSTEM ACCESSORIES
         1. Exposed piping, fittings accessories between the pumping unit and the jack, jack packing, hydraulic fluid, filters, and any heating or cooling elements installed by the original equipment manufacturer (“OEM”) for controlling fluid temperature.
      v. CAR EQUIPMENT
         1. All elevator control system components on the car.
      vi. WIRING
         1. All elevator control wiring and all power wiring from the elevator equipment input terminals to the motor.
      vii. HOISTWAY AND PIT EQUIPMENT
         1. All elevator control equipment and buffers.
viii. RAILS AND GUIDES

ix. DOOR EQUIPMENT
   1. Automatic door operators, hoistway and car door hangers, hoistway and car door contacts, door protective devices, hoistway door interlocks, door gibbs, and auxiliary door closing devices.

x. MANUAL FREIGHT DOOR EQUIPMENT
   1. Switches, retiring cams, interlocks, guide shoes, sheaves, rollers, chains, sprockets, tensioning devices, and counter-balancing equipment.

xi. POWER FREIGHT DOOR EQUIPMENT
   1. Controller, relays, contactors, rectifiers, timers, resistors, solid state components, door motors, retiring cams, interlocks, switches, guide shoes, sheaves, rollers, chains, sprockets, and tensioning devices.

xii. SIGNALS AND ACCESSORIES
   1. Car operating panels, hall push button stations, hall lanterns, emergency lighting, standard cab lighting, car and hall position indicators, car operating panels, fireman's service equipment and all other signals, and accessory facilities furnished and installed as an integral part of the elevator equipment.

xiii. STATE INSPECTIONS
   1. The Contractor shall include the annual state safety test inspections for all elevators.
   2. The Contractor shall include a one time five (5) year full load safety inspection for each elevator during the term of this Agreement. (First 5 year inspection is due on all elevators during the first 12 months of the contract.)
   3. CML's Maintenance Team shall be responsible for the monthly fire service testing. Contractor shall ensure all fire testing is functioning properly during all scheduled visits.

xiv. The Contractor shall re-lamp signal fixtures and button replacements will be included during maintenance visits. Service requests for re-lamping of signal fixtures, or buttons will be included in the maintenance scope of services and not subject to additional charges.

xv. The Contractor shall use a hydraulic oil log as a written record of the quantity of hydraulic fluid added or lost from the system. This written record will be kept in the elevators machine room and shall be subject to inspection by CML at any time.
xvi. The Contractor shall test the emergency car communication system to ensure connection to the 24/7 call center each time they are on site at CML facility, notwithstanding the reason for the visit.

xvii. All manufacture preventive maintenance should be completed at manufacturers intended timeframe.

II. **TRACTION and Machine Room-less ELEVATORS:**

i. RELAY LOGIC CONTROL SYSTEM
   1. All control system components.

ii. MICROPROCESSOR CONTROL SYSTEM
   1. All control system components. System performance examinations will be conducted to ensure that dispatching and motion control systems are operating properly.

iii. GEARED/GEARLESS MACHINES
   1. All geared and gearless machine components.

iv. WIRING
   1. All elevator control wiring and all power wiring from the elevator equipment input terminals to the motor.

v. CAR EQUIPMENT
   1. All elevator control system components on the car.

vi. HOISTWAY AND PIT EQUIPMENT
   1. All elevator control equipment, car and counterweight buffers, over speed governors, governor tension sheave assemblies, and car and counterweight safeties.

vii. RAILS AND GUIDES
   2. All machine room less elevators must have the slide rail lubricating systems inspected and refilled on a monthly basis.

viii. ROPES
   1. Hoist ropes, governor ropes, and compensation ropes.

ix. DOOR EQUIPMENT
   1. Automatic door operators, hoistway and car door hangers, hoistway and car door contacts, door protective devices, hoistway door interlocks, door gib, and auxiliary door closing devices.

x. MANUAL FREIGHT DOOR EQUIPMENT
   1. Switches, retiring cams, interlocks, guide shoes, sheaves, rollers, chains, sprockets, tensioning devices, and counter-balancing equipment.

xi. POWER FREIGHT DOOR EQUIPMENT
   1. Controller, relays, contactors, rectifiers, timers, resistors, solid state components, door motors, retiring cams,
interlocks, switches, guide shoes, sheaves, rollers, chains, sprockets, and tensioning devices.

xii. SIGNALS AND ACCESSORIES

1. Car operating panels, hall push button stations, hall lanterns, emergency lighting, standard cab lighting, car and hall position indicators, car operating panels, fireman's service equipment and all other signals, and accessory facilities furnished and installed as an integral part of the elevator equipment.

xiii. STATE INSPECTIONS

1. The Contractor shall include the annual state safety test inspections for all elevators.
2. The Contractor shall include a one time Five (5) year full load safety inspection for each elevator during the term of this Agreement. (first 5 year inspection is due on all elevators during the first 12 months of the contract.)
3. CML’s Maintenance Team shall be responsible for the monthly fire service testing. Contractor shall ensure all fire testing is functioning properly during all scheduled visits.

xiv. The Contractor shall re-lamp signal fixtures and button replacements will be included during maintenance visits. Service requests for re-lamping of signal fixtures, or buttons will be included in the maintenance scope of services and not subject to additional charges.

xv. The Contractor shall test the emergency car communication system to ensure connection to the 24/7 call center each time they are on site at CML facility, notwithstanding the reason for the visit.

xvi. All manufacture preventive maintenance should be completed at manufacturers intended timeframe.

D. Elevator pits must be maintained and cleaned after each elevator contractor visit. If the contractor fails to sufficiently clean the elevator pit, the CML Operations Manager will notify the Contractor in writing and the contractor shall return within one (1) business day to complete the pit cleaning at no additional cost to CML.

5. VIOLATIONS

A. If a CML elevator receives a violation and or failure notice by the state inspectors, CML maintenance supervisor will email the violation to the
Contractor. CML expects that the Contractor have that violation repaired to meet the inspector’s and state standards within ten (10) business days.

6. Elevator Emergency Communications

A. CML emergency elevator phones are controlled via the Kings III company. Any deficiencies found during any inspection or service of the elevator phone should be reported directly to the CML Operations Manager. CML will notify Kings III and schedule repairs accordingly.

B. Cost of emergency elevator phones should not be included inside this bid. This is a direct bill to CML via Kings III.

7. Onsite Elevator Tech

A. For large events CML may request for a qualified elevator tech to be onsite at Main Library during specific days and times. Contractors should provide this hourly rate inside (Appendix A)

8. CONTRACTOR QUALIFICATIONS

A. At the time of the proposal submission, the Contractor shall have a minimum of ten (10) years of experience in providing the services outlined in this specification and they shall be currently providing these services.

B. The Contractor shall be a duly licensed Certified Elevator Technician (CET) in the State of Ohio and shall maintain good standing with the applicable licensing agency for the duration of this agreement. CML shall be granted the right to inspect the license of all Contractor employees at any time.

C. Contractor shall supply CML with a full staffing plan as part of this RFP that covers all CML buildings with an elevator.

D. Experience as a subcontractor, principal, or employee of another company cannot be used to satisfy this requirement.

9. COMPENSATION

A. The Contractor shall provide a fixed, not to exceed price for maintenance services for each elevator on the Appendix A – Price Proposal. The fixed price for services shall include but shall not be limited to labor, equipment, materials, taxes and statutory costs, inspection fees, transportation, parking, bonds, insurance, travel time, tools, consumable materials, and contractor profit. The fixed price shall not be subject to cost-of-living adjustments or modifications at any time during the term of this Agreement.

Note- Labor Services for Elevator Maintenance are subject to the published prevailing wage labor rate for services at the time that services are delivered.
B. For maintenance and repair services that are unscheduled and occur outside of the hours of operation of the library, the Contractor shall provide a fixed hourly rate for services. The fixed hourly rate shall include but shall not be limited to labor, equipment, materials, taxes and statutory costs, transportation, parking, travel time, tools, consumable materials, and contractor profit. The fixed price shall not be subject to cost-of-living adjustments or modifications at any time during the term of this Agreement. Note- Labor Services for Elevator Maintenance are subject to the published prevailing wage labor rate for services at the time that services are delivered.

10. AWARD

A. CML will award one (1) contract for these services. The Contractor shall have the capacity to perform all of the services described in this solicitation.

11. SELECTION PROCESS

A. The Library’s evaluation team, will review all Proposals and evaluate responses to the RFP. The proposer with the highest composite score will be considered for an award and CML will commence negotiations. If an agreement can be made within thirty (30) days, CML will conclude negotiations with the proposer with the highest composite score to the next viable proposer. This process will continue until an agreement can be met or until all viable proposers decline to agree to a contract with CML. At which time, CML shall re-solicit this RFP.

12. TERM OF AGREEMENT

A. This agreement shall commence on January 1, 2025 and continue for three (3) consecutive years.
B. At the conclusion of year three (3) of this Contract, this agreement shall continue on a monthly basis with the terms and conditions herein in full force.
C. This agreement may also be extended for two (2) years in one (1) year increments upon mutual consent of CML and the Contractor.
D. The total duration of this agreement shall not extend more than five (5) total consecutive years.
GENERAL INSTRUCTIONS

Proposers shall comply with the specifications and attachments in the proposal documents. The Proposer shall examine attachments prior to submitting a Proposal. The submission of a Proposal shall be evidence that this requirement has been met.

The Proposer shall be given the opportunity by CML to examine the work site(s) prior to submitting a Proposal. The pre-proposal meeting for this RFP will be held at the Main Library. A walkthrough and inspection of the elevators at the Main Library will be scheduled immediately following the pre-proposal meeting. Proposers who would like to inspect the elevators at other CML facilities must send the request in writing in the same manner as other questions and an appointment will be scheduled. Times and dates of inspections will be announced in the form of an addendum and will be made available to all proposers. Failure to inspect the site prior to submitting a Proposal does not relieve the Contractor of the responsibility of performing all Work included in the Contract.

The Proposer shall comply with all applicable laws, rules, and regulations of the State of Ohio, Franklin County, and local jurisdictions.

PRE-PROPOSAL MEETING
A virtual pre-proposal meeting will be held August 15, 2024 at 11:30 am to permit potential Proposers the opportunity to ask questions about this Project. Although the pre-proposal meeting is not mandatory, attendance by any prospective Proposers is encouraged. Interested Proposers will be asked to RSVP to procurement@columbuslibrary.org, at which time they will be provided with a link to the pre-proposal meeting. An edited and annotated summary of the Pre-Proposal meeting will be published in the form of an addendum to the solicitation and will be available on the Doing Business with CML page of the Columbus Metropolitan Library website, https://www.columbuslibrary.org/doing-business/.

PROPOSAL SUBMISSION REQUIREMENTS
1. Proposers are cautioned to carefully review all parts of the RFP. No allowance may be made for any error or negligence of the Proposer.
2. Proposals are to be prepared in such a way as to provide a straightforward, concise description of the Proposer’s capabilities to satisfy the requirements of this RFP and provide sufficient information to fully establish the Proposer’s ability to perform all of the actions, activities and functions described in this RFP.
3. Emphasis should be on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness and clarity of content and should minimize extraneous marketing materials.
4. Costs for developing the Proposal are entirely the responsibility of the Proposer and shall not be chargeable to the Library. All Proposals must include all required items (equipment, hardware, services) as specified and shall not deviate from these.

5. The Proposer must address all of the requirements listed in the Request for Proposal. All Proposals must be emailed to procurement@columbuslibrary.org, with the Proposal Identification Number CML #24-020, title, and Proposer name in the subject line of the email and the file names.

PROPOSAL SUBMITTAL
Each Proposer must submit a Technical Proposal and a Cost Proposal as part of its Proposal package. Proposals must be submitted as two (2) separate components for each branch listed, either as separate email attachments or in separate sealed envelopes.

Technical Proposal package must be clearly marked as follows: “CML #24-020 Elevator Service and Preventative Maintenance

IMPORTANT: Technical Proposals must not contain cost or pricing information.

Cost Proposal package must be clearly marked as follows: “CML #24-020 Elevator Service and Preventative Maintenance

IMPORTANT: Technical Proposals must not contain cost or pricing information.

PROPOSAL SUBMITTAL APPROACH, FORMAT AND CONTENT

To facilitate the comparison of Proposals, Technical Proposals shall be organized into the following marked or tabbed sections:

Proposal responses must be organized and submitted per the instructions in this section.

Proposals must include a table of contents listing all sections.

1. Cover Letter
A cover letter, on the Proposer’s letterhead, shall be submitted and shall include, but need not be limited to, the following information:

   A. The signature of a person authorized to bind the Proposer legally to the extent of work and financial obligation outlined in its Proposal.
   B. A statement that the Proposal will be valid for 90 days.
   C. Identification of all the material enclosures submitted in response to this RFP.
   D. A summary of the submitted Proposal and a brief statement of the Proposer’s qualifications to meet the requirements described in this RFP.

   This information shall include:
I. The names of the individuals involved in the preparation of the Proposal and their relationships to the Proposer.

II. The name, address, and telephone number of the individual to whom inquiries relating to the Proposal shall be directed.

E. A statement that the Proposer agrees to and accepts all terms and condition contained herein.

F. A statement that the Proposer understands all requirements of the RFP.

2. Project Overview (“Work Plan”)
The Work Plan should include a detailed description of how the Proposer will deliver on every aspect of the Project. The Work Plan must address exactly how the Proposer will provide all required services specified in this RFP.

3. Statement of Firm’s Qualifications
All Proposals must include a statement of qualifications, experience and description of the firm and its history. The information included in this section shall include, but not be limited to, the following:

A. Statement as to the Proposer’s particular abilities and qualifications to include, but not limited to:
   a. Brief history of the company.
   b. Product and service offerings.
   c. Describe the core competencies.
   d. The number of years the Proposer has been in business.
   e. Primary corporate location’s address.
   f. The geographical area of operations and professional affiliations.
   g. Overview of the ownership structure of the company. Is the company private or public?
   h. Describe any alliances or strategic partnerships with other companies.
   i. Size and composition of the organization.
   j. Number of customers.

B. Statement of Affirmation as to Proposer’s ability to perform the Work.

C. Three (3) references for projects similar to that outlined in the specifications completed within three (3) years of the date of the RFP submission. Executive-level summary of the proposed solution(s).

4. Description of Services and Staffing (“Staffing Plan”) and Equipment
A description of the Proposer’s staffing plan for the CML project, which shall include but shall not be limited to:

i. The name of each team member assigned to this project and the role assigned for each location.

ii. A brief resume of experience, certifications, skills and abilities of each team member.

iii. A disclosure of all adverse information that may is publicly available, which shall include but shall not be limited to:
Lawsuits, judgments, liens, bankruptcies or claims made against the Offeror’s within five (5) years of the proposal due date.

- Debarment from entering into Contracts with the State of Ohio, any county in the State of Ohio, or any other government entity within five (5) years of the proposal due date.

iv. Subcontractor use is not allowed for this RFP

v. Include any other information documentation believed to be pertinent but not specifically mentioned in this RFP that may be useful and applicable to this project.

5. Include any other information documentation believed to be pertinent but not specifically mentioned in this RFP that may be useful and applicable to this project.

6. The Offeror must include a completed W-9 Form.

7. The Offeror must provide a Certificate of Insurance (“COI”) with coverage per the terms provided herein and list CML as an Additional Insured. Waiver of Subrogation shall also apply and be indicated on the COI.

8. A list of all assumptions and exceptions to the specifications outlined in the RFP.

9. Completed Acknowledgement of Addenda Form – Appendix C

COST PROPOSAL
The Cost Proposal package shall contain the following items:
1. Completed Cost Proposal Spreadsheet – Appendix A
2. Completed Supplier Diversity Form – Appendix B

The Proposal shall contain all price information in the format specified on the Cost Proposal Spreadsheet Form.

Proposers may not amend, alter or omit any items on the Price Proposal Form or include additional clarifying or contingent language on or attached to the form. Failure to adhere to any of these instructions may result in the Proposal being determined to be non-responsive and rejected by CML. Prices offered shall be all-inclusive and shall remain fixed for the duration of the agreement. CML is a tax-exempt entity.

The proposer shall bear full responsibility for the ultimate proposed cost, notwithstanding any errors in calculations or worksheets.

ADDITIONAL INFORMATION

1. Addenda to this RFP will be posted August 22, 2024 on our website at www.columbuslibrary.org/about/doing-business. Proposers are responsible for any information provided in all issued addenda.

2. Correct and proper invoices will be paid within 30 days of receipt. Invoices are to detail the services provided, the date and detail costs and are to be submitted on company letterhead, to the e-mail address on the Library’s purchase order. Refer to terms and conditions herein for additional information regarding payment.
3. Times referenced herein are Columbus, Ohio local time.
4. Submission of a Proposal in response to this RFP is the Proposer’s acknowledgment that subjective criteria may be used in the evaluation of Proposals. Award shall be made to the responsive and responsible Proposer determined to be the most advantageous to the Library. Price, although an important consideration, will not be the sole determining factor.

**QUESTIONS**
All questions regarding this RFP must be sent to procurement@columbuslibrary.org and must reference the RFP Identification Number and title of the RFP no later than 5:00 p.m. on August 20, 2024. CML will post written responses to all properly received questions no later than 5:00 p.m. on August 22, 2024. Answers to all questions will be documented and posted on the “Doing Business with the Us” page of the Library’s Web site at www.columbuslibrary.org/about/doing-business.

**PROJECTED TIMELINE**
The projected timeline for this RFP process is provided below. The Library may, at its sole discretion, modify the schedule as necessary to allow for a thorough and complete analysis of responses.
<table>
<thead>
<tr>
<th>Activity</th>
<th>Target Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuance of RFP Inquiry Period Begins</td>
<td>August 9, 2024</td>
</tr>
<tr>
<td>Virtual Pre-Proposal Meeting</td>
<td>August 15, 2024 @ 11:30 am</td>
</tr>
<tr>
<td>Inquiry Period Ends</td>
<td>August 20, 2024 @ 5:00 pm – all questions due</td>
</tr>
<tr>
<td>Final Response to Vendor Questions</td>
<td>August 22, 2024</td>
</tr>
<tr>
<td>Due Date</td>
<td>12:00 pm EST August 29, 2024</td>
</tr>
<tr>
<td>Selection of Successful Proposer</td>
<td>TBD</td>
</tr>
</tbody>
</table>

*CML reserves the right to modify this schedule at CML’s discretion. Notification of changes in the response due date would be posted on the CML website or as otherwise stated herein. All times are Eastern Standard Time*
SELECTION PROCESS

The Evaluation Committee will review all Proposals and evaluate responses to the RFP.

1. CML will form an evaluation committee to review and evaluate proposals. The evaluation criteria is included in Appendix D – Evaluation Matrix. The following criteria weights will be used to evaluate the proposals:

   a. Total cost – 300 Points
   b. Quality and comprehensiveness of response – 175 Points
   c. Quality and comprehensiveness of work and staffing plans - 200 Points
   d. Stability and viability of contractor – 100 Points
   e. Contractor’s experience on projects of similar scope – 75 points
   f. Input from reference contacts – 150 points
   g. Total Allowable Points - 1,000 points

2. CML may invite any or all Proposers to present an oral presentation on the specifics of their technical and/or price submission. Proposers will be provided with sufficient notice to prepare.

3. Members of the CML evaluation committee may choose to retain their original technical score following the oral presentation or may choose to re-score any or all Proposers following oral presentations. The final score will be collected and recorded by the CML procurement staff.

4. CML will award one (1) contract for these services.

**Evaluation of Quality of Proposer’s Proposal:**

Members of the CML evaluation committee will utilize a zero (0) to five (5) scale to evaluate each proposal. Members of the evaluation committee will apply the scoring formula outlined below:

<table>
<thead>
<tr>
<th>Score</th>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zero (0)</td>
<td>Unsatisfactory</td>
<td>Does not conform to CML requirements.</td>
</tr>
<tr>
<td>One (1)</td>
<td>Poor</td>
<td>Conforms to CML requirements in a limited manner.</td>
</tr>
<tr>
<td>Two (2)</td>
<td>Satisfactory</td>
<td>Generally meets CML requirements with limitations.</td>
</tr>
<tr>
<td>Three (3)</td>
<td>Good</td>
<td>Meets CML requirements as written.</td>
</tr>
<tr>
<td>Four (4)</td>
<td>Excellent</td>
<td>Meets and generally exceeds CML requirements as written.</td>
</tr>
<tr>
<td>Five (5)</td>
<td>Outstanding</td>
<td>Exceeds CML requirements in all aspects.</td>
</tr>
</tbody>
</table>
Members of the CML evaluation committee will review the completeness and comprehensiveness of all proposals. CML will place emphasis on the quality and comprehensiveness of the proposal, including the understanding of the requirements by the Proposer, Proposer’s qualifications, quality of the proposed solution, organizational history and capacity, experience, and references.

**Evaluation of Proposer’s Cost Proposal:**
CML will rank costs on a relative basis to determine the cost score. CML will calculate the Proposer’s cost score after the technical evaluation committee has concluded their review. The Proposer’s cost score will be assigned in the following manner:

\[
\text{(Lowest Responsive Price Proposal / Cost of Proposer’s Proposal Submission)} \times 300 \text{ Points} = \text{Total Cost Score}
\]

**Example:**
\[
(\text{Lowest Responsive Price Proposal ($100,000) / Proposer Proposal Submission ($110,000)}) \times 300 \text{ Points} = 273 \text{ Points (of a possible 300)}.
\]

The Total Composite Score will be comprised of the Technical Proposal Score + Cost Score which will not exceed 1,000 points.

**Contract Award**
The Library is not, by virtue of issuing this RFP, obligated to enter into a Contract and reserves the right to not issue a Contract as a result of this solicitation.

CML will enter into negotiations with the Proposer with the highest composite score following the final technical scoring by the evaluation committee. The selected Proposer will be invited to negotiate a contract with CML. The contents of the selected proposal, together with the RFP and any formal questions and answers generated during the proposal process, will be incorporated with and made part of the final contract as developed by CML. Should negotiations fail to result in a signed contract within thirty (30) days, CML reserves the right to terminate negotiations and select the Proposer whose proposal is determined to be the next most advantageous to CML.

All Proposer’s that respond will receive notification if they have been selected or not.

**Contract Award**
The Library is not, by virtue of issuing this RFP, obligated to enter into a Contract and reserves the right to not issue a Contract as a result of this solicitation.

CML will enter into negotiations with the Proposer with the highest composite score following the final technical scoring by the evaluation committee. The selected Proposer will be invited to negotiate a contract with CML. The contents of the selected proposal, together with the RFP and any formal questions and answers generated during the proposal process, will be incorporated with and made part of the final contract as developed by CML. Should negotiations fail to result in a signed contract within thirty (30) days, CML reserves the right to terminate negotiations and select the Proposer whose proposal is determined to be the next most advantageous to CML.

All Proposer’s that respond will receive notification if they have been selected or not.
This agreement shall commence on January 1, 2024 and continue for three (3) consecutive years. At the conclusion of year three (3) of the contract the agreement shall continue on a monthly basis with the same terms and conditions herein in force. The agreement may also be extended for two (2) years in one (1) year increments upon mutual consent of CML and the Contractor. The total duration of this agreement shall not extend more than five (5) total consecutive years.
Columbus Metropolitan Library

Standard Contract Terms and Conditions

Contract Components, Entirely, Changes Interpretation

Contract Components: This contract consists of the complete Invitation to Proposal (RFP), including the Instructions and Interpretations to Proposer, the Contract Terms and Conditions, the Special Contract Terms and Conditions (if any), the specifications, and any written addenda to the RFP; the completed sealed written Proposal, including proper modifications, clarifications and samples; and applicable, valid Columbus Metropolitan Library (CML) purchase orders or other ordering documents (together referred to as the “Contract”). The terms solicitation and Invitation to Proposal (RFP) have similar meaning and are used interchangeably, where appropriate.

Entire Agreement; Parties to the Contract: This contract is the entire agreement between the individual or entity selected to provide equipment, supplies and/or services on the basis of a Proposal submitted to CML in response to an RFP (referred to as the “Supplier” or the “Contractor” in these Terms and Conditions) and Columbus Metropolitan Library (CML). References to “Vendor” in any of the contract components are deemed to refer to the Supplier or Contractor selected to provide the specified equipment, supplies and/or services that are the subject of the Contract.

Contract Changes: Waivers, Changes or Modifications to this Contract must be made in writing and signed by both parties. If a party to this Contract does not demand strict performance of any item of this Contract, the party has not waived or relinquished any of its rights; the party may at any later time demand strict and complete performance of the term.

Contract Orders: CML will order products, supplies or services under this Contract from the Supplier directly. The Supplier may receive purchase orders by telephone, facsimile, electronically or in person by authorized employees of CML.

Subcontracting: The Contractor may not enter into subcontracts for the Work after award without written approval from CML. The Contractor will not need CML’s written approval to subcontract for the purchase of commercial goods that are required for satisfactory completion of the Work. All subcontracts will be at the sole expense of the Contractor unless expressly stated otherwise in the Contract.

CML’s approval of the use of subcontractors does not mean that CML will pay for them. The Contractor will be solely responsible for payment of its subcontractor and any claims of subcontractors for any failure of the Contractor or any of its other subcontractors to meet the performance schedule or performance specifications for the Project in a timely and professional manner. The Contractor will hold CML harmless for and will indemnify CML against any such claims.

The Contractor will assume responsibility for all Deliverables whether it, a subcontractor, or third-party manufacturer produces them in whole or in part. Further, CML will consider the Contractor to be the sole point of contact with regard to contractual matters, including payment of all charges resulting from the Contract. The Contractor will be fully responsible for any default by a subcontractor, just as if the Contractor itself had defaulted.
If the Contractor uses any subcontractors, each subcontractor must have a written agreement with the Contractor. That written agreement must incorporate this Contract by reference. The agreement must also pass through to the subcontractor all provisions of this Contract that would be fully effective only if they bind both the subcontractor and the Contractor. Among such provisions are the limitations on the Contractor's remedies, the insurance requirements, record-keeping obligations, and audit rights. Some sections of this Contract may limit the need to pass through their requirements to subcontracts to avoid placing cumbersome obligations on minor subcontractors. This exception is applicable only to sections that expressly provide exclusions for small-dollar subcontracts. Should the Contractor fail to pass through any provisions of this Contract to one of its subcontractors and the failure damages CML in any way, the Contractor will indemnify CML for the damage.

**Standard Invoice and Payment**

**Invoice:** The Contractor shall submit invoices to Accounts Payable, Finance Department via the following e-mail address: accounts payable@columbuslibrary.org. The invoice must be a proper invoice to receive consideration for payment. A “proper Invoice” is defined as being free of defects, discrepancies, errors or other improprieties. Improper invoices will be returned to the Supplier noting the areas of discrepancy.

**Payment:** In consideration for the Supplier’s performance, CML will pay the Supplier as invoiced. Payments will be made by electronic funds transfer (EFT). For all transactions, the Supplier must have a valid W-9 form on file with the Finance Department. The completed form should be included with the Proposal or mailed to: Finance Department, Columbus Metropolitan Library, 96 South Grant Avenue, Columbus, Ohio 43215.

**Payment Due Date:** CML will pay invoices 30 days after it has received an invoice for products, supplies and services it has received and accepted.

**Taxes:** Columbus Metropolitan Library is exempt from all federal, state and local taxes as CML is part of Franklin County Government and has a 501 nonprofit status.

**Term of Contract:** This Contract is effective on the date it is fully-executed and will continue until the Project is completed, unless canceled in accordance with the Terms found herein.

**Contract Renewal:** This Contract may be renewed solely at the discretion of CML for a period of one month. Any further renewals will be by mutual agreement of both parties, as stated herein. The cumulative time of all renewals may not exceed two (2) years.

**Delivery**

**F.O. B. The Place of Destination:** Where applicable, the Supplier must provide the products, supplies or services under this Contract F.O.B., the place of delivery/destination, unless otherwise stated. The address of delivery will be specified by the purchase order or other ordering document. Freight will be prepaid and included, unless otherwise stated.

**Time of Delivery:** [Not required]

**Minimum Orders-Transportation Charges:** [Not required]
**Contract Cancellation; Termination; Remedies**

**Contract Cancellation:** If a Supplier fails to perform any one of its obligations under this Contract, it will be in default, and CML may cancel this Contract in accordance with this section. The cancellation will be effective on the date delineated by CML.

A. **Contract Performance is Substantially Endangered:** If the Supplier’s default is substantial and cannot be cured within a reasonable time, or if CML determines that the performance of the contract is substantially endangered through no fault of CML, CML may cancel this Contract by written notice to the Supplier.

B. **Cancellation by Unremedied Default:** If a Supplier’s default may be cured within a reasonable time, CML will provide written notice to the Supplier specifying the default and the time within which the Supplier must correct the default. If Supplier fails to cure its default in the time required, CML may cancel this Contract by providing written notice to the Supplier. If CML does not give timely notice of default to Supplier, CML has not waived any of its rights or remedies concerning the default.

C. **Cancellation by Persistent Default:** CML may cancel this Contract by written notice to Supplier for defaults that are cured but persistent. “Persistent” means three or more defaults. After CML has notified Supplier of its third default, CML may cancel this Contract without providing Supplier with an opportunity to cure, if the Supplier defaults a fourth time. CML shall provide written notice of the termination to the Supplier.

D. **Cancellation for Financial Instability:** To the extent permitted by law, CML may cancel this Contract by written notice to Supplier if a petition in bankruptcy or similar proceedings has been filed by or against the Supplier.

**Contract Termination:** CML may terminate this Contract for convenience after issuing 30 days written notice to the Supplier.

**Remedies for Default:**

A. **Actual Damages.** The Supplier is liable to CML for all actual and direct damages caused by the Supplier’s default. CML may buy substitute supplies or services, from a third party, for those that were to be provided by the Supplier, and CML may recover the costs associated with acquiring substitute supplies or service, less any expenses or costs saved by the Supplier’s default, from the Supplier.

B. **Deduction of Damages for Contract Price.** CML may deduct all or any part of the damages resulting from Supplier’s default from any part of the price still due on the Contract, after CML has provided prior written notice to Supplier of such default and intent to deduct damages from the Contract Price.

**Force Majeure:** If CML or Supplier is unable to perform any part of its obligation under this Contract by reason of force majeure, the party is excused from its obligations, to the extent that its performance is prevented by force majeure, for the duration of the event. The party must remedy with all reasonable dispatch the cause preventing it from carrying out its obligations under this Contract. The term “force majeure” means without limitation: Acts of God, such as epidemics, lightning, earthquakes, fires, storms, hurricanes, tornadoes, floods, washouts, droughts, and any other severe weather; explosions; arrests; restraint of government and people; strikes; and any other like events or any other cause that could not be reasonable foreseen in the exercise of ordinary care, and that is beyond the reasonable control of the party.
CML Consent to Assign or Delegate. The Supplier may not assign any of its rights under this contract unless CML consents to the assignment or delegation in writing. Any purported assignment or delegation made without CML’s written consent is void.

Indemnification: Supplier will indemnify CML, its employees, members of the Board of Trustees, and its Officers and administrators for any and all claims, damages, lawsuits, costs, judgments, expenses, liabilities that may arise out of, or are related to, the Supplier’s performance under this Contract, including the performance by Supplier’s employees and agents and any individual or entity for which the Supplier is responsible.

Confidentiality: Supplier may learn of information, documents, data, records and other material that is confidential in the performance of this Contract. Supplier may not disclose any information obtained by it as a result of the Contract without written permission from CML. Supplier must assume that all CML information, documents, data, records or other material are confidential.

Publicity: Supplier and any of its subcontractors may not use or refer to this Contract to promote or solicit Supplier’s or subcontractor’s supplies or services. Supplier and its subcontractors may not disseminate information regarding this Contract, unless agreed to in writing by CML.

Governing Laws; Severability: The Laws of the State of Ohio govern this Contract, and venue for any dispute will be exclusively with the appropriate court of competent jurisdiction in Franklin County, Ohio. If any provision of the Contract or the application of any provision is held by a court of competent jurisdiction to be contrary to law, the remaining provisions of the Contract will remain in full force and effect to the extent that the remaining provisions continue to make sense.

Workers Compensation: The Supplier shall carry Workers’ Compensation Liability Insurance as required by Ohio law for any work to be performed within the State of Ohio. Failure to maintain Workers Compensation Liability Insurance for the duration of the contract and any renewal hereto will be considered a default.

Automobile and General Liability Requirements: During the term of the Contract and any renewal hereto, the Supplier, and any agent of the Supplier, at its sole cost and expense, shall maintain a policy of automobile liability and commercial general liability insurance as described in this clause. Copies of the respective insurance certificates shall be filed with the Procurement Department within seven (7) calendar days after notification by the CML of its selection of the Supplier to provide the specified supplies and/or services. Failure to submit the insurance certificates within the time period will result in the Proposer’s Proposal not being considered. Said certificates are subject to the approval of the CML Procurement Manager and shall contain a clause or endorsement providing thirty (30) days prior written notice of cancellation, non-renewal or decrease in coverage will be given to the Procurement Manager. Failure of the Supplier to maintain this coverage for the duration of the Contract, and any renewals, thereto may be considered a default.

Automobile Liability: Automobile Insurance is required for anyone coming onto CML branches and/or property to deliver goods or perform services using a vehicle, which is owned, leased, hired, or rented by the Supplier. Any Supplier, broker, or subcontractor who will be on CML property, but not delivering goods or performing services, is required to carry Automobile
Liability Insurance that complies with the state and federal laws regarding financial responsibility. Automobile liability insurance, including hired, owned, and non-owned vehicles used in connection with the Work, shall have a combined single limit coverage covering personal injury, bodily injury (including death) and property damage of not less than $2,000,000 per accident.

**Commercial General Liability:** The Supplier shall maintain insurance coverage with a $2,000,000 annual aggregate and a $1,000,000 per occurrence limit for bodily injury, personal injury, wrongful death and property damage. The defense cost shall be outside of the policy limits. Such policy shall designate CML as an Additional Insured, as its interest may appear. The policy shall also be endorsed to include a blanket waiver of subrogation. The certificate shall be endorsed to reflect a per project/per location General Aggregate limit of $2,000,000. If the Supplier uses an umbrella/excess policy to meet the required limits, it is understood that the policy shall follow from per project/per location basis. It is agreed upon that the Supplier’s commercial general liability insurance shall be primary over any other coverage. The Procurement Department reserves the right to approve all policy deductibles and levels of self-insurance retention.

**Contract Compliance:** The participating CML branches and departments will be responsible for the administration of the Contract and will monitor the Supplier’s performance and compliance with the terms, conditions and specifications of the Contract. If a branch or department observes any infraction such shall be documented and conveyed to the Supplier for immediate correction. If the Supplier fails to rectify the infraction, the department/branch will notify the Procurement Department in order to resolve the issues. These terms and conditions will be used by the Procurement Department to resolve the issues.

**Warranties:** Unless otherwise stated, all supplies shall be new and unused. All products shall carry manufacturer’s warranties in addition to implied warranties. The Supplier warrants all supplies to be free from defects in labor, material, and workmanship (manufacturing) and comply with the contract specifications.

**ADDITIONAL TERMS:**
1. This Contract represents the entire agreement of the parties hereto, and may not be amended except in writing signed by both parties.
2. CML is not responsible for any work or services provided by Contractor prior to the issuance of a P.O. by CML.
3. Contractor will supply its own tools and materials.
4. Contractor will make arrangements for EFT (electronic funds transfer).
5. A completed W9 form is required on file with CML prior to CML issuing payment for services provided by Contractor. The W9 form can be found at: [http://www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf). Please fill out the form and return with the signed contract to the Procurement Department of the Columbus Metropolitan Library at 96 S. Grant Avenue, Columbus, OH 43215 or e-mail: procurement@columbuslibrary.org.
**DIVERSITY**
Because the Columbus Metropolitan Library (CML) serves a diverse central Ohio population, CML has a strong preference for professional service providers to propose teams made up of MBE/DBE/WBE and/or EDGE certified staff to provide CML with a diverse professional staff representative of the central Ohio region in which they will be working and of the customers that CML serves every day. Minority Business Enterprises are encouraged to respond to this solicitation.

A completed Appendix C - Supplier Diversity Form must accompany the completed Proposal. Please refer to Appendix C to submit this form.

**COMPLIANCE WITH APPLICABLE LAWS**
By submitting a response to this Invitation to Proposal, the Contractor acknowledges that it complies with applicable federal, state, and local laws and regulations, including, but not limited to, the following:

**Equal Employment Opportunity/Nondiscrimination.** The Contractor agrees that if it is awarded a contract that in the hiring of employees for performance of work under the Contract or any subcontract, neither it nor any subcontractor, or any person acting on its behalf or its subcontractor’s behalf, by reason of race, creed, sex, disability as defined in Section 4112.01 of the Ohio Revised Code, or color, shall discriminate against any citizen of the state in the employment of labor or workers who are qualified and available to perform work to which the employment relates. The Contractor further agrees that neither it nor any subcontractor or any person on its behalf or on behalf of any subcontractor, in any manner, shall discriminate against or intimidate any employees hired for the performance of the work under the contract on account of race, creed, sex, disability as defined in Section 4112.01 of the Ohio Revised Code, or color.

**Ethics Laws.** The Contractor represents that it is familiar with all applicable ethics law requirements, including without limitation Sections 102.04 and 3517.13 of the Ohio Revised Code, and certifies that it complies with such requirements.
Appendix A

Elevator Service and Preventative Maintenance
RFP Number: CML #24-020

Proposal Price Form

The proposal price form can be found as a separate link located under the link to this RFP on the CML website page “Doing Business With Us”. https://www.columbuslibrary.org/doing-business/.
Appendix B

Elevator Service and Preventative Maintenance
RFP Number: CML #24-020

Supplier Diversity Form

The CML “Supplier Diversity Form” is located on our website, Doing Business With Us: https://www.columbuslibrary.org/doing-business/.
Appendix C

Elevator Service and Preventative Maintenance

RFP Number: CML #23-020

Acknowledgment of Addenda

Project Description: Elevator Service and Preventative Maintenance

Instructions: The respondent is to complete Part I or Part II of this form, whichever is applicable, and sign and date this form. This form serves as the respondent’s acknowledgment of the receipt of the Addenda to this solicitation which may have been issued by the CML prior to the Proposal Due Date and Time.

Part I: Check Box if Applicable: ☐

Listed below are the dates of issue for each Addendum received in connection with this solicitation.

Addendum # 1, dated: ___/___/___ Addendum # 2, dated: ___/___/___
Addendum # 3, dated: ___/___/___ Addendum # 4, dated: ___/___/___
Addendum # 5, dated: ___/___/___ Addendum # 6, dated: ___/___/___

Part II: Check Box if Applicable: ☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS COMPETITIVE SEALED PROPOSAL.

NOTE: THE PROPOSER MUST SIGN AND COMPLETE THIS FORM

Company Name: ____________________________________________________

Authorized Representative:

Name: _______________________________________________________________

Signature: _____________________________________________________________

Title: _______________________________________________________________

Date: __________________________________________________________________
# Appendix D

## Elevator Service and Preventative Maintenance

**RFP Number:** CML #24-020

## Evaluation Matrix

<table>
<thead>
<tr>
<th>Responsiveness Criteria</th>
<th>Criteria Weight</th>
<th>Score (0-5)</th>
<th>Extended Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Technical Evaluation</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Quality and comprehensiveness of the Contractor's response</td>
<td>35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Quality and comprehensiveness of the Contractor's work plan and staffing plan, as well as the demonstrated ability of the Contractor to meet requirements.</td>
<td>40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Stability and viability of the Contractor.</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Contractor's experience on projects of similar scope.</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Input from reference contacts.</td>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Extended Score</strong></td>
<td>700</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Weighted Technical Score**

<table>
<thead>
<tr>
<th>Cost Evaluation</th>
<th>Criteria Weight</th>
<th>300</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Weighted Cost Score</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Composite Score**

(Weighted Technical Score + Weighted Cost Score)

Criteria Weight x Score = Extended Score

Members of the evaluation committee will apply the scoring formula outlined here:

- **Zero (0)** Un satisfactory
  - Does not conform to requirements.
- **One (1)** Poor
  - Conforms to requirements in a limited manner.
- **Two (2)** Satisfactory
  - Generally meets requirements with limitations.
- **Three (3)** Good
  - Meets requirements as written.
- **Four (4)** Excellent
  - Meets and generally exceeds requirements as written.
- **Five (5)** Outstanding
  - Exceeds requirements in all aspects.