



# Request for Bids

## Mississippi Valley State University

**THIS IS  
NOT AN  
ORDER**

14000 Hwy 82-W #7244  
Itta Bena MS 38941-1400

Web Address: [www.mvsu.edu/purchasing/](http://www.mvsu.edu/purchasing/)

Phone No: (662) 254-3319 Fax (662) 254-3314

**Bid Title:**

**Date:**

Requester and Requesting Department:

**Bid No.**

Number of Pages

Change Order:

**Term – End of Month**

**Bids/Proposals** – Do not include State or Federal Taxes in your bids/proposals. The University is exempted from these taxes. All order will be placed with successful bidder by Official Purchase Order.

**Mississippi Valley State University** is considering the purchase of the following item (s). **We ask that you submit your Bids/Proposals in three copies.** Rights are reserved to accept, or reject any and all parts of your bid/proposals. Your bid/proposals will be given consideration if received in this Office on or before the date and time below.

This bid/proposal will be awarded on a line by line basis

This bid/proposal will be awarded on a all or none basis

**However**, the University reserves the rights to award any and all bids/proposals in the best interest of the University.

Bid/Proposal opening {Date and Time}
Mississippi Valley State University <i>Billy D. Scott</i>
By: Billy D. Scott Purchasing Agent Email: <a href="mailto:bscott@mvsu.edu">bscott@mvsu.edu</a>

**NOTE:** If you cannot quote on the exact material shown, please indicate any exceptions, giving brand names and complete specifications on any alternate. Mississippi Valley State University reserves the rights to accept any alternate of equal or greater quality or performance. We also reserve the rights to waiver any irregularities that may appear in the Bids/Proposals specifications.

ITEM	QUANTITY	DESCRIPTIONS	UNIT PRICE	TOTAL NET PRICE
<i>Please show Bid/Proposals No. on outside of Envelope</i>				

If checked, Mississippi Valley State University reserves the rights for an additional 60 days to purchase and additional 20% of this bid/proposal at the same cost.

**We quote you as above F.O.B – Mississippi Valley State University. Shipment can be made within \_\_\_\_\_ days from receipt of the order.**

<p>Terms:</p> <p>Date:</p> <p>Phone/Fax:</p>	<p style="text-align: center;"><b>Company Quoting</b></p> <div style="border: 1px solid black; height: 80px; margin: 5px 0;"></div> <p><b>Official Signature:</b></p>
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## **Mississippi Valley State University**

Purchasing Department, SAB, Ste. 155

14000 Hwy. 82 W

Itta Bena, MS 38941

662.254.3320

Request for Proposal #1

Issue Date: August 25, 2017

Proposal will be received in the Purchasing Office at the above address until

September 26, 2017 – 2:00 PM

Proposals will be publicly opened at this time. Late proposals will not be accepted.

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### **Elevator Maintenance Contract**

Mississippi Valley State University (MVSU) is requesting proposals for a contractor to provide services for Elevator Maintenance.

MVSU has 22 passenger elevators, 4-Geared, 4-Gearless, and 14-Hydraulic. The monthly maintenance services include inspections, preventative maintenance services, and testing. The elevator maintenance contract will provide a set labor rate for repairs, establish an emergency response time, and establish minimum timeframes for emergency call back services. Please see the following pages for full description of the scope of the work to be included.

If you have any questions regarding this proposal, please contact Terrence Hurssey  
Terrence.hurssey@mvsu.edu.

If you wish to inspect the elevators before submitting a bid, please contact Terrence Hurssey, Director of Facilities Management at 662.254.3583 to schedule an appointment.

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**MVSU is exempt from all Federal, State, and Municipal Taxes.**

MVSU – Proposal #1

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within 60 days of the proposal due date, to provide the specified items for the sum shown in accordance with the terms stated herein. All deviations from the specifications and terms are in writing and attached hereto. I offer the following discount terms: \_\_\_\_\_.

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/St/Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Instruction to Vendors**

- 1) **Forms** - Proposals should be submitted on the form provided Envelope marked “Sealed proposal for Elevator Maintenance Services”. Proposals cannot be accepted via fax machines or e-mail.
- 2) **Specifications** - Generally, where specifications indicate a particular brand or manufacturer’s catalog number, it shall be understood to mean that or equal, unless “no substitutes” is specified. When offering alternates, they must be identified by brand name, catalog number and manufacturer’s literature must be included.
- 3) **Evaluations** - MVSU reserves the right to reject any and all proposals, to waive any technicalities in the proposal, and to award each elevator to different vendors or all elevators to a single vendor.
- 4) **Vendor Selection** – The University will award the service to the selected vendor based on what is in the University’s best interest using a criteria grounded on pricing, warranty, service, specified components. In the case of tie bids, the first preference will be given to vendor located within a 200 miles radius of the University, and second, from within the state over out of state.
- 5) **Prices** - Prices, terms and conditions must be firm for acceptance for sixty (60) days from the date of bid opening unless otherwise agreed to by the University and vendor.
- 6) **Exceptions** - Any exception to these terms, conditions or deviations from written specifications must be show in writing and attached to the bid form.
- 7) **Tax Exemptions** – MVSU is exempt from Federal, State, and Municipal taxes. Exemption certificates will be furnished upon request.
- 8) **Equal Employment Opportunity Clause** – MVSU is an equal opportunity employer, and parties doing business with the University must comply with the EEOC as required by the Mississippi Fair Employment Practices Commission. Not less than the prevailing wage shall be paid for labor on the work to be performed as required by law.
- 9) **Non-Collusion Clause** – The bidder or agent hereby declares that he, nor any other agent of his business, entered into any collusion or agreement relative to the price to be submitted. He further declares that no persons, firms, or corporations, have or will receive directly, any rebate, fee, gift, commission, etc., or that any employee or Board of Trustee member of MVSU has any undisclosed interest in the award of this contract.

**General Information**

1. The bid is for a 3 year contract, with 2 one year option (No Auto Renewal) effective October 1, 2017 through June 30, 2022. Pricing must be firm for the term of the contract, regardless of any future IUEC (International Union of Elevator Constructors) labor/cost increases.
2. The University acknowledges that each elevator has been under a regular service contract and has been inspected and licensed. However, it is the contractor's responsibility to carefully inspect each elevator in order to determine for himself/herself each elevator current operating condition.
3. Contractor must meet the following minimum qualifications to be considered as the "Lowest Responsible Bidder":
  - Will have the lowest 5-year grand total.
  - Shall have been in business and certified as an Elevator Maintenance & Repair Company in the State of Mississippi for a minimum of 5 years. ***Please include a company profile/history with your bid.***
  - Shall submit the name of three references of similar work done by this contractor in the past two years. Please include a phone number and a name to contact to confirm the quality of the contractor's work. Please include this information with your bid.
  - Shall meet all insurance requirements
  - Must meet all other terms and conditions of the bid.
4. Please note that this is considered a prevailing wage job and not less than the prevailing wage shall be paid for all work related to his bid.
5. On the Certificate of Insurance, the vendor shall name MVSU as an additional insured, as well as clearly state that it will hold harmless and defend MVSU, its Board of Trustees and its employees from all liability for loss, damage or injury to person(s) or property in any manner arising out of or incident to the performance of the contract.
6. General Conditions are included as part of this bid.
7. This bid shall be the contract.
8. MVSU has minimal storage space. All materials brought to the site by the contractor will need to be stored within the project area or other designated location(s) without hampering University activities. The contractor will be responsible to make sure that the storage of tools, equipment, or materials does not interfere with the work of other contractors or the operation of the University or its occupants.
9. Any damage caused because of acts of vandalism is not the contractor's responsibility.
10. If the obsolescence of an elevator becomes an issue when parts are no longer made by the manufacturer the contractor can substitute parts or possibly retrofit the elevator. It a situation

like this arises, the contractor should immediately bring the situation to the attention of the Director of Facilities Management so that it can be discussed.

11. The University is exempt from all taxes.
12. This proposal will be awarded to the responsible vendor with the lowest overall grand total for all items.
13. Based upon past practice, the University may consider payment discount terms. See page one.
14. The Purchasing Department will verify all price calculations. In the event of an error, the total will be adjusted accordingly. The new adjusted total will be used when awarding an item.
15. Because this is a “sealed proposal” we cannot accept proposals over the phone, by fax or e-mail. When you return a proposal response to the University via an overnight carrier or your own envelope, please address the envelope to:

**Mississippi Valley State University**  
**MVUS #7244**  
**14000 Hwy 82 W**  
**Itta Bena, MS 38941-1400**

16. Proposal will be awarded at a special meeting September 26, 2017. Note: this date may be changed.
17. Failure to respond to this bid may result in elimination from the University’s bid list. A “NO BID” is considered a valid response.
18. Please provide a company profile with your sealed proposal. The profile should include at least, but not be limited to, the following: how long your company has been in business, the number of employees your company has, and estimated annual revenues for your last fiscal year. Please list three references of who you have similar services with. Local or educational references are preferred.
19. If there are any questions regarding this bid, please contact Terrence Hurssey, Terrence.hurssey@mvsu.edu.
20. The University participates in the following purchasing consortia:
  - MS Institution of Higher Education (IHL)
  - MS Department of Finance Administration (DFA)

Any appropriate discounts and/or special pricing from these consortia should be applied to this proposal/bid.

21. The University is a public institution and therefore subject to comply with legitimate Freedom of Information Act (FOIA) request. Please be advised that your response to this request for proposals is subject to comply with any FOIA requests for information
22. Please send one original and two copies of your proposal response.

### SPECIFICATIONS FOR ELEVATOR MAINTENANCE

Bid proposals are being solicited for an elevator maintenance contract at MVSU, 14000 Hwy 82, Itta Bena, MS 38941. The maintenance contract is for the following equipment.

No. of Units	Type of Units	Manufacturer	Customer Designation	Machine Number
4	Geared	Otis Elevator Co.	2-Male Dorms 2-Female Dorms	343080, 343081 342427, 342428
4	Gearless	Kone, Montgomery	2-Male Dorms 2-Female Dorms	F15563, F15564 F15566, F15565
2	Hydraulic	Dover	Assembly Hall	D69121, F17248
1	Hydraulic	Motion Control Eng. (MCE)	Math & Science	D96599
7	Hydraulic	Otis Elevator Co.	1-ADA, 1-Univ. Hall , 2- Univ. Hall , 3-Library	211345, Z52305, Z52306, Z52307, 455685, 455684, 455683
4	Hydraulic	Thyssen	Business Bldg., Science & Tech	F15559, F15560, F15561, F15562

**Specifications for Elevator Maintenance**

1. Additional expenses for fuel surcharges will not be permitted.
2. Fees for inspection services should be included in the proposal as part of the service agreement and are not to be billed separately.
3. Fees for pressure relief valve test are required by A.N.S.I.A.-17.1 Code should be included in your monthly maintenance fee and are not to be billed separately.
4. **The contractor must check-in with the Department of Facilities Management (DFM) upon arrival to the campus prior to work starting.**
5. Invoices for service contract work are to be billed quarterly in September, December, March and June, and to be identified line by line, with the name of the elevator number serviced as described in this document.
6. The owner shall provide ten days written or electronic (E-mail) notice of contract neglect and unless within ten days such neglect has ceased, the owner may terminate the contract by giving thirty days' notice in writing/electronic of its intention to cancel this contract.
7. If Contractor fails to perform the work required by the terms of this contract in a diligent and satisfactory manner, Owner may, after giving ten days' calendar written notice to Contractor, hire another contractor to perform or cause to be performed all or any part of the work required hereunder. Contractor agrees that it will reimburse Owner for any expense incurred thereof. Owner, at his election, may deduct the amount from any sum owing Contractor. The waiver by Owner of a breach of any provision of this contract by Contractor shall not operate or be construed as a waiver of any subsequent breach by Contractor.
8. If an elevator is shut down due to equipment failure for more than 72 continuous hours, maintenance billing for that elevator shall be suspended until unit is restored to beneficial usage, excluding scheduled equipment repairs.
9. The maintenance contract proposal should be a full service contract including parts, labor, tools and equipment, and transportation, with work to be performed during regular working hours (8:00 a.m. – 5:00 p.m. seven days a week). If any emergency service is requested outside of regular working hours, the University should be required to pay only the overtime premium on the labor cost. The contract costs should include emergency call back service during regular working hours and also during any overtime hour period.



10. Provide overtime emergency call-back service at no additional cost under the following conditions:
  - Passenger entrapment within an elevator. A 30 minute response time is required.
  - More than one (1) elevator is out of service in either building. A 60 minute response time is required.
  - If an elevator is shut down for more than 72 continuous hours, the maintenance billing for that elevator shall be suspended until the unit is restored to service. (Exception: Scheduled repairs.)
  - At least quarterly or more often if required, the Contractor shall provide and review with the Owner a summary of all trouble calls (call-backs). The intent of this review is to minimize call-backs by developing consistent communication between the Contractor and the Owner relative to call-back trends and their causes.
11. A four hour response time shall be required on all other calls. If the contractor repeatedly fails to meet response time, the University, at its sole discretion, may reduce the monthly payment amount by \$150 per occurrence.
12. The contractor must include regular systematic examination on a monthly basis, adjustment and lubrication as required and if necessary, replacement of all parts. The bidder is responsible for examining the condition of all elevators prior to submitting a bid.
13. The Contractor shall regularly and systematically examine, clean, lubricate, adjust and when conditions warrant, repair or replace the following, using original manufacturer's parts at no additional cost to the University.

PUMPS, VALVES, MOTOR, CONTROLLER, and parts thereof, including:

- Bearings
- Windings and Coils
- Rotating Elements
- Contacts and Relays
- Resistors and Conductors
- Packing
- Drive Belts
- Strainers and Mufflers
- Above-Ground Piping

14. The Contractor shall keep guide rails properly lubricated except where roller guides are used.
15. The Contractor shall replace guide shoe gibes or rollers, when conditions warrant, providing smooth and quiet operation.
16. The Contractor shall repair or replace control cables, when conditions warrant, to provide smooth and quiet operation.
17. The Contractor shall furnish lubricants and hydraulic fluid for all systems. All fluids shall comply with the original manufacturer's specifications.

18. The Contractor shall relamp signals as required.
19. The Contractor shall periodically examine, test, clean, lubricate, adjust and, when conditions warrant, repair or replace at no additional cost to the University the following safety devices:
  - Interlocks and Door Closers
  - Buffers
  - Limit Landing and Slowdown Switches
  - Door Protective Devices
  - Alarm Bells
20. The Contractor shall conduct pressure relief valve test as required by A.N.S. I.A.-17.1 Code and included in your monthly maintenance fee.
21. Fees for inspection services should be included in the proposal as part of the service agreement and are not to be billed separately.
22. The Contractor shall periodically examine, lubricate, adjust and when conditions warrant, repair or replace the following accessory equipment at no additional cost to the University.
  - Car and Corridor Operating Stations
  - Car and Corridor Hangers and Tracks
  - Door Operating Devices
  - Door Gibes
  - Car Fan
23. Contractor shall make periodic equipment tests and maintenance inspections of all equipment including, but not limited to, annual no-load, slow-speed test of car and counterweight safeties, governors and buffers; annual pressure test on hydraulic elevators, annual Firefighters' service operational tests, and 5-year, full-load, full-speed, test of safeties, governors and buffers, etc. all as required by the most current ASME A17.1 Safety Code for Elevators and Escalators. Written reports of said tests shall be submitted to the Owner. Provide prior notification of full-load, full-speed elevator safety tests so that a Representative of the Owner may witness said test. In the event of conflicting testing requirements between A17.1 and local codes or ordinances, the more stringent requirements shall prevail.
24. The Contractor shall not be required to install new attachments or perform tests as may be recommended or directed by inspecting entities; insurance companies; and federal, state, or municipal governmental authorities subsequent to the date of this contract, unless compensated for such tests, installation or services.
25. Contractor shall be responsible for regular, systematic execution of the work items included in this contract as follows:

Preventative Maintenance: Contractor agrees to regularly and systematically examine, clean, lubricate, adjust the vertical transportation equipment, and as conditions warrant, repair or

replace all portions of the vertical transportation equipment included under this contract. Contractor shall maintain the elevator machine rooms, hoist ways, pit car tops and the equipment in or on them in a clean condition.

26. While servicing elevators, dust or smoke can activate the campus wide fire system. The contractor must notify owner of where service is to be performed so such safety devices can be deactivated by the owner. This contract includes preventative maintenance and repair or replacement of all vertical transportation equipment with the following exclusions only:
- Repairs required because of negligence, accident or misuse of the equipment by anyone other than the Contractor, his employees, subcontractors, servants or agents, or other causes beyond the Contractor’s control except ordinary wear.
  - Repair or replacement of building items, such as hoist way or machine rooms walls and floors, car enclosures and finishes, car finish floor material, hoist way entrance frames, door panels, sills, signal fixture faceplates, smoke detectors and communication equipment not installed by an elevator contractor.
  - Mainline and auxiliary disconnect switches, fuses and feeders to control panels.
  - Lamps for normal car and machine room illumination.
  - Underground hydraulic piping and cylinders.
27. When, during routine examination or testing of the equipment, corrective action is found to be required, the Contractor shall proceed immediately to make (or cause to be made) replacements, repairs, and adjustments. When such work is determined not to be the Contractor’s responsibility, a written report signed by the Contractor shall be delivered to the Owner for further action, with the exception of a safety or potential safety problem in which case, the Contractor shall immediately correct the problem at the least expense possible to the Owner.
28. Contractor must block elevator doors at all levels to prevent confusion on elevator status. Colored covers or safety tape is acceptable.
29. In performing the work indicated, Contractor agrees to provide parts used by the Manufacturers of the original equipment for replacement or repair, and to use lubricants obtained from and/or recommended by the Manufacturer of the equipment. Equivalent parts or lubricants may be used if approved in writing by Owner. Parts requiring repairs shall be rebuilt to “like new” condition.
30. No parts or equipment covered under this contract may be permanently removed from the jobsite without written approval by the Owner. This does not include renewal parts stocked on the job by Contractor, which shall remain its sole property until installed for use on the equipment.
31. Additional services included in the contract must also be clearly delineated.

MVSU – Proposal #1

32. Only skilled elevator maintenance men under the direct employment and supervision of the company awarded the contract will be allowed to perform work under this contract. Any and all employees performing work under this contract shall be satisfactory to Owner.
33. The company must maintain a spare parts inventory of manufacturer's parts.
34. A list of references must be provided.
35. If you wish to inspect the elevators before submitting a bid, please contact Terrence Hurssey, Facilities Director at 662.254.3583 to schedule an appointment. A scheduled appointment is required so that College staff is available to provide an escort. All questions must be submitted in writing to the University's Purchasing Department, attention Terrence Hurssey, [terrence.hurssey@mvsu.edu](mailto:terrence.hurssey@mvsu.edu).

**MVSU BID FORM PRICING SHEET  
ELEVATOR MAINTENANCE**

**Itemize your monthly cost by elevator:**

Unit #	Type	Year 1	Year 2	Year 3	Year 4	Year 5
# 1 - 343080	Geared - Otis					
#2 - 343081	Geared – Otis					
#3 - 342427	Geared – Otis					
#4 - 342428	Geared – Otis					
#5 – F15563	Gearless - Kone					
#6 – F15564	Geareless - Kone					
#7 – F15565	Geareless - Kone					
#8 – F15566	Geareless - Kone					
#9 – D69121	Hydraulic - Dover					
#10 – F17248	Hydraulic – Dover					
#11 – D96599	Hydraulic - MCE					
#12 – 211345	Hydraulic – Otis					
#13 – Z52305	Hydraulic – Otis					
#14 – Z52306	Hydraulic – Otis					
#15 – Z52307	Hydraulic – Otis					
#16 – 455685	Hydraulic – Otis					
#17 – 455684	Hydraulic – Otis					
#18 – 455683	Hydraulic – Otis					
#19 – F15559	Hydraulic – Thyssen					
#20 – F15560	Hydraulic – Thyssen					
#21 – F15561	Hydraulic – Thyssen					
#22 – F15562	Hydraulic – Thyssen					

**Mississippi Valley State University  
BID FORM PROPOSAL  
ELEVATOR MAINTENANCE**

The Undersigned, after having carefully studied the specifications and made a site visit for MVSU Elevator Maintenance, and having fully acquainted him/herself with the conditions affecting the work, proposes to furnish all labor, materials and incidentals necessary to construct and complete the said project for in accordance with said bidding documents.

Please indicate the hourly rates for year one for the following job categories. This rate information will be used if there is any extra work required that is outside the parameters of this bid. Pricing for years two through five will not exceed the hourly labor rates for the IUEC (International Union of Elevator Constructors).

<b>Billing Rates – Year One</b>	<b>Mechanic</b>	<b>Helper</b>	<b>Crew</b>
Straight Time			
Overtime Premium (1.5 Time)			
Overtime Premium (1.7 Time)			
Overtime Premium (Double Time)			

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**REFERENCES**

Ref. #1

Company: \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone, Fax, e-mail \_\_\_\_\_

Ref. #2

Company: \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone, Fax, e-mail \_\_\_\_\_

Ref. #3

Company: \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone, Fax, e-mail \_\_\_\_\_

**Your Company Information:**

\_\_\_\_\_  
FIRM

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
FAX NUMBER

E-MAIL

**BID CHECKLIST**

**THE FOLLOWING ITEMS MUST BE INCLUDED WITH YOUR BID**

	YES	NO
1. Did you include a company profile/history with your bid?		
2. Did you include at least 3 references with your bid?		
3. Did you complete the pricing sheets?		
4. Did you visit the sites to check the elevators?		
5. Did you read and do you agree to all terms and specifications as noted in the bid?		

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

E-mail: \_\_\_\_\_

**\*\*\*\*THIS BID CHECKLIST MUST BE RETURNED WITH YOUR BID\*\*\*\***