



**COMMONWEALTH OF VIRGINIA  
STANDARD CONTRACT**

Contract Number: RU20002

This contract entered into this 30<sup>th</sup> day of July, 2019 by ThyssenKrupp Elevator, located at 3710 Bosworth Drive SW, Roanoke, VA 24014, hereinafter called the "Contractor" and Commonwealth of Virginia, **Radford University**, called the "Purchasing Agency, located at 801 East Main Street, Radford, VA. 24142."

- I. **WITNESSETH** that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements contained, agree as follows:
- II. **SCOPE OF WORK:** The Contractor shall provide the goods/services to the Purchasing Agency as set forth in the Contract Documents.
- III. **TERM OF CONTRACT:** From August 1, 2019 through July 31, 2021 with three (3) one-year year renewal options or as negotiated, to include all contractual provisions contained herein.
- IV. **THE CONTRACT DOCUMENTS SHALL CONSIST OF:**
  - A. This signed form (Radford University Commonwealth of Virginia's Standard Contract inclusive of Commonwealth of Virginia General Terms and Conditions-Radford University and Special Terms and Conditions).;
  - B. Radford University's Request for Proposal (RFP) R19-003 dated August 28, 2019, Addendum 1 dated September 12, 2018 and Addendum 2 dated October 18, 2018. (Attachment A);
  - C. Contractor's Proposal signed and dated November 27, 2018 (Attachment B);
  - D. Contractor's supplemental contract correspondence (Attachment C); (e.g., clarification and negotiation points) dated as follows:
    1. Clarification Questions and Responses, dated January 9, 2018
    2. Negotiation Points and Responses, dated February 27, 2019
    3. Clarification Questions per Negotiation Meeting on March 8, 2019
  - E. This Standard Contract identifies terms as negotiated and as agreed upon by both parties. In the event there is a conflict between above listed documents in section IV, (Items A through D) the following order of precedence shall govern:
    1. The Standard Contract
    2. Radford University Request for Proposal (RFP) R19-003
    3. Contractor's Proposal, including Contractor's supplemental contract correspondence
- V. **FINANCIAL CONSIDERATIONS as negotiated and agreed upon:**
  - A. **Annual Price per elevator for preventive maintenance**

#	Building Name	Type	Company / Year Installed		Controller / Year Installed		Power Unit/ Year Installed		Annual Price
1	Boiling Hall	Hydraulic	ThyssenKrupp	2015	TKE - TAC32	2015	ThyssenKrupp	2015	\$1,548.00
2	Center for the Sciences	Machine Roomless (MRL) Traction (Passenger)	ThyssenKrupp	2015	TKE - TAC5004	2015	ThyssenKrupp	2015	\$4,500.00
3	Center for the Sciences	Machine Roomless (MRL) Traction (Passenger)	ThyssenKrupp	2015	TKE - TAC5004	2015	ThyssenKrupp	2015	\$4,500.00
4	CHBS Building	Machine Roomless (MRL) Traction (Passenger/Freight)	Kone	2016	Kone 16L	2016	Kone	2016	\$4,500.00
5	CHBS Building	Machine Roomless (MRL) Traction (Passenger)	Kone	2016	Kone 16L	2016	Kone	2016	\$4,500.00
6	CHBS Building	Machine Roomless (MRL) Traction (Passenger)	Kone	2016	Kone 16L	2016	Kone	2016	\$4,500.00
7	Cook Hall	Hydraulic	Otis	1998	Otis 211	1998	Otis	1998	\$1,548.00
8	Cupp Stadium	Hydraulic	ThyssenKrupp	2001	Dover DMC	2001	Dover	2001	\$1,548.00
9	Curie Hall*	Hydraulic	ThyssenKrupp	2012	MCE H4000	2012	ThyssenKrupp	2012	\$1,548.00
10	Dalton Hall (Bookstore)	Hydraulic (Passenger)	Dover	1991	Dover DMC	1991	Dover	1991	\$1,548.00
11	Dalton Hall (Kitchen)	Hydraulic (Freight)	Otis	2015	MCE 4000	2015	Minnesota Pump	2015	\$1,548.00
12	Dalton Hall (Post Office)	Hydraulic (Passenger)	United	2004	Northern	2004	Northern	2004	\$1,548.00

13	Davis Hall	Hydraulic	U.S. Elevator	1988	MCE	2008	U.S. Elevator	2008	\$1,548.00
14	Dedmon Center	Hydraulic	Westinghouse	1980	Westinghouse	1980	Westinghouse	1980	\$1,548.00
15	Draper Hall	Hydraulic	ThyssenKrupp	2016	TKE - TAC32	2016	ThyssenKrupp	2016	\$1,548.00
16	Floyd Hall ***	Hydraulic	Dominion	1965	ECI	2002	ThyssenKrupp	2002	\$1,548.00
17	Heth Hall	Hydraulic	ThyssenKrupp	2009	TKE - TAC20	2009	ThyssenKrupp	2009	\$1,548.00
18	Hurlburt Student Center	Hydraulic	Otis	2005	Otis 211	2005	Otis	2005	\$1,548.00
19	Ingles Hall	Hydraulic	Otis	1996	Otis 211	1996	Otis	1996	\$1,548.00
20	Jefferson Hall	Hybrid- Twin Rope (Hydraulic/Traction)	Cemco	1967	Otis 211	2011	Otis	2011	\$1,548.00
21	Kyle Hall	Hydraulic	Schindler	2012	Schindler-330A	2012	Schindler	2012	\$1,548.00
22	Kyle Hall	Hydraulic	Schindler	2012	Schindler-330A	2012	Schindler	2012	\$1,548.00
23	Madison Hall	Hybrid- Twin Rope (Hydraulic/Traction)	Cemco	1967	Otis 211	2011	Otis	2011	\$1,548.00
24	Martin Hall	Hydraulic	Dover	1995	Dover DMC	1995	Dover	1995	\$1,548.00
25	McConnell Library Section B**	Hydraulic	ThyssenKrupp	2018	TKE - TAC32	2018	ThyssenKrupp	2018	\$1,548.00
26	McConnell Library Section A (HCAP)	Hydraulic	Otis	1994	Otis - LRS3	1994	Otis	1994	\$1,548.00
27	McConnell Library Section C	Hydraulic	Dover	1995	Dover DMC	1995	Dover	1995	\$1,548.00
28	McGuffey Hall	Hydraulic	Dover	1995	Dover DMC	1995	Dover	1995	\$1,548.00
29	Moffett Hall	Hybrid Twin Post Roped (Hydraulic/Traction)	Virginia Control	2012	Virginia Control	2012	Semco	2012	\$1,548.00

30	Moffett Hall	Hybrid Twin Post Roped (Hydraulic/Traction)	Virginia Control	2012	Virginia Control	2012	Semco	2012	\$1,548.00
31	Muse Hall B Wing***	Hydraulic	Dover	1968	Potter & Brumfield	1968	Dover	1968	\$1,548.00
32	Muse Hall C Wing***	Hydraulic	Dover	1968	Potter & Brumfield	1968	Dover	1968	\$1,548.00
33	Muse Hall (Main Lobby)	Machine Roomless (MRL) Traction (Passenger)	Schumacher	2017	MCE	2017	Hoster Whitney	2017	\$4,500.00
34	Muse Hall (Main Lobby)	Machine Roomless (MRL) Traction (Passenger)	Schumacher	2017	MCE	2017	Hoster Whitney	2017	\$4,500.00
35	Muse Hall (Main Lobby)	Machine Roomless (MRL) Traction (Passenger)	Schumacher	2017	MCE	2017	Hoster Whitney	2017	\$4,500.00
36	Muse Hall (Main Lobby)	Machine Roomless (MRL) Traction (Passenger)	Schumacher	2017	MCE	2017	Hoster Whitney	2017	\$4,500.00
37	Muse Hall (Kitchen)	Hydraulic	Schumacher	2017	MCE	2017	Minnesota Pump	2017	\$1,548.00
38	Norwood Hall	Hydraulic	Dover	1985	Dover DNC	1985	Dover	1985	\$1,548.00
39	Peery Hall***	Hydraulic	Dominion	1965	ECI	2003	ThyssenKrupp	2003	\$1,548.00
40	Peters Hall	Hydraulic-Twing Post Jack (no ropes)	Elevator Tech	1990	ECI	2002	Minnesota Pump	1990	\$1,548.00
41	Pocahontas Hall	Hydraulic	ThyssenKrupp	2015	TKE - TAC32	2015	ThyssenKrupp	2015	\$1,548.00
42	Porterfield Hall (Freight)	Hydraulic	Dover	1971	Potter & Brumfield	1971	Dover	1971	\$1,548.00





**B. Labor Rate for Repairs Not Covered Under Preventive Maintenance Requirements**

	Description	Regular Time Price Per Hour	Overtime Price Per Hour
1	Mechanic	\$195.00	\$390.00
2	Assistant Mechanic	\$165.75	\$331.50

**C. Repair Parts Not Covered Under Preventive Maintenance Requirements**

Percentage Discount - List price less 20%

- D. The Contractor agrees to extend the terms and conditions of this negotiated Radford University contract, including the same/better hourly rates and parts discounts, to other Virginia Association of State College & University Purchasing Professionals (VASCUPP) higher education schools as well as other public bodies (Reference RFP Section III. Contract Participation), schools, and public bodies. Preventive Maintenance pricing shall be negotiated separately with other VASCUPP schools and public bodies based on equipment inventory.

**VI. NEGOTIATED LANGUAGE:**

- A. The Contractor agrees to provide a technician on campus at a minimum of 16 hours per week.
- B. The Contractor agrees that all deficiencies found in inspections should be corrected as part of the preventive maintenance contract and not billed separately; including correcting all deficiencies found in elevator inspections except for abuse, vandalism, or catastrophic event (Reference RFP Section VII.A.2 Elevator Inspection and Testing. Page 8 of RFP), with exception to any hydraulic single bottom cylinders that still need replacement. All other components of elevators with hydraulic cylinders will be covered by the maintenance contract.
- C. The Contractor agrees to have an elevator technician on site for all scheduled elevator related inspections ((Reference RFP Section VII.A.2 Elevator Inspection and Testing. Page 8 of RFP), and agrees that this is included in the annual preventive maintenance contract and will not be billed separately to the University, including technician services needed if an elevator requires re-testing after the repair of a deficiency found during inspections; however if the repair needed is a result outside of regular elevator usage and will need to be retested, this will be at the expense of the University.
- D. The Contractor agrees to respond to service calls and have a technician on Radford University campus in two (2) hours or less.
- E. The Contractor agrees to respond to calls for entrapments and have a technician on Radford University campus in one (1) hour or less.
- F. The Contractor agrees to strike Statement V. from Amendment No. 1 of their proposal regarding SWaM. The contractor agrees to report any SWaM spend for this contract to Radford University on a quarterly basis per section X.B of RFP R19-003.
- G. The Contractor agrees to strike the last sentence of paragraph VII.A (4) from Amendment No. 1 of their proposal. The sentence "Contractor will not be required to make any changes or recommendations in the existing design or function of the unit(s)." is hereby removed.

- H. The Contractor agrees to strike number 12 from Amendment No. 1 of their proposal. The sentence "Amend to clarify that changes or modifications shall be agreed upon thru a fully executed change order, including subcontract prices and schedule adjustment, prior to the commencement of work covered by the changes or modifications." is hereby removed.
- I. The Contractor agrees to replace SPECIAL TERMS AND CONDITIONS – RADFORD UNIVERSITY number 14. INDEMNIFICATION of Radford University RFP R19-003 with the following clause, which is incorporated into the SPECIAL TERMS AND CONDITIONS of this Standard Contract.

**14. INDEMNIFICATION:** To the extent permitted by the Virginia Tort Claims Act 8.01-195.1 et seq of the Code of Virginia (1950), as amended, the University shall be responsible for the negligent acts or omission of its officers, employees, agents, or students. Nothing contained herein shall constitute a waiver of the sovereign immunity of the University or the Commonwealth of Virginia.

- VII. **CONTRACT ADMINISTRATION:** Radford University assigns "Contract Administrators" to each contract awarded. The Contract Administrator shall be the initial point of contact for the Contractor. Contract Administrators are charged with ensuring the terms and conditions of the contract are followed, payments are made in accordance to the contractual pricing schedule, and reporting noncompliance issues to the Procurement and Contracts Department at Radford University. Contract Administrators **do not** have the authority to authorize changes and/or modifications to the contract. Should noncompliance issues exist and cannot be resolved at this level or changes/modifications to the contract are required, the assigned Contract Officer in the Procurement and Contracts Department must be notified immediately by the Contract Administrator. The Contract Administrator is the Electrical Emergency Systems Foreman. Contact information will be provided separately.

VIII. **COMMONWEALTH OF VIRGINIA GENERAL TERMS AND CONDITIONS:**

1. **PURCHASING MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendor's and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is available for review at the University Procurement and Contracts Office. In addition, the manual may be accessed electronically at <https://vascupp.org> or a copy can be obtained by calling Procurement and Contracts at (540) 831-6097.
2. **ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this bid/proposal, no indication of such sales or services to Radford University will be used in product literature or advertising. The Contractor shall not state in any of its advertising or product literature that Radford University has purchased or uses any of its products or services, and the Contractor shall not include Radford University in any client list in advertising and promotional materials without the prior written consent of the University.
3. **ANTI-DISCRIMINATION:** By submitting their (bids/proposals), (bidders/offerors) certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans with

Disabilities Act and § 10 of the Rules Governing Procurement. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Governing Rules, §6).

In every contract over \$10,000 the provisions in 1 and 2 Below apply:

1. During the performance of this contract, the contractor agrees as follows:

- a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

2. The contractor will include the provision of 1. Above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

4. **ANTITRUST**: By entering into a contract, the contractor conveys, sells, assigns, and transfers to Radford University and the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
5. **ANNOUNCEMENT OF AWARD**: Upon award or the announcement of the decision to award a contract over \$50,000 as a result of this solicitation, Radford University will publicly post such notice on the DGS/DPS eVA web site ([www.eva.virginia.gov](http://www.eva.virginia.gov)) for a minimum of ten (10) days.

6. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The University and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (Governing Rules, §56). The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
7. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of Radford University, an agency of the Commonwealth.
8. **AUDIT:** The Contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The University, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
9. **AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:** A Contractor organized as a stock or non-stock corporation, limited liability company, business, trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia* or as otherwise required by law. Any business entity described above that enters into a contract with a public body shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required by Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business fails to remain in compliance with the provisions of this section.  
**(The clause has been modified to remove reference to the VPPA. PIM 27 added this clause to meet requirements of *Code of Virginia* § 2.2-4311.2 regarding businesses authorized to transact business in the Commonwealth.)**
10. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Radford University shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
11. **CANCELLATION OF CONTRACT:** Radford University reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is more than 12 months, the resulting contract may be terminated by either party, without penalty, after

the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contract of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

12. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:

1. The parties may agree to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
2. The University may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the University a credit for any savings. Said compensation shall be determined by one of the following methods:
  - a. By mutual agreement between the parties in writing; or
  - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the University's right to audit the contractor's records and/or to determine the correct number of units independently; or
  - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed in provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the University with all vouchers and records of expenses incurred and savings realized. The University shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the University within thirty (30) days from the date of receipt of the written order from the University. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract, or if there is none, in accordance with the disputes clause provisions of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their

Vendors. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the University or with the performance of the contract generally.

13. **CONTROLLING VERSION OF SOLICITATION:** The PDF version of the solicitation and any addenda issued by Radford University's Procurement and Contracts Department is the mandatory controlling version of the document. Any modification to the solicitation by the Bidder or Offeror shall not modify the official version of the solicitation issued by Radford University's Procurement and Contracts Department. Such modifications or additions to the solicitation by the Bidder or Offeror may be cause for rejection of the bid or proposal; however, Radford University reserves the right to decide, on a case-by-case basis, in its sole discretion, whether to reject such a bid or proposal.
14. **DEBARMENT STATUS:** By submitting their (bids/proposals), (bidders/offerors) certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
15. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the University, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
16. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees: (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibitions: (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, possession or use of any controlled substance or marijuana during the performance of the contract.



17. **ETHICS IN PUBLIC CONTRACTING:** By submitting their (bids/proposals), (bidders/offerors) certify that their (bids/proposals) are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other (bidder/offeror), supplier, manufacturer or subcontractor in connection with their (bid/proposal) and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment; loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
18. **eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS:** The eVA Internet electronic procurement solution, website portal [eVA Electronic Virginia Portal](#) streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth should participate in the eVA Internet e-procurement solution by completing the free eVA Vendor Registration. All bidders or offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal being rejected.

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

- a. For orders issued July 1, 2014 and after, the Vendor Transaction Fee is:
  - (i) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
  - (ii) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.
- b. For orders issued prior to July 1, 2014 the vendor transaction fees can be found at [eVA Electronic Virginia Portal](#).

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes. **(\*Updated by DP&S July 1, 2014).**

You are required to register through the eVA website at [www.eva.virginia.gov](http://www.eva.virginia.gov) . Click on the "Vendor" tab and follow the registration instructions. If you need assistance, or on line directions, please contact Radford University at (540) 831-5429.

19. **eVA ORDERS AND CONTRACTS (Effective July 6, 2015):** The solicitation/contract will result in one or more purchase order(s) with the applicable eVA transaction fee assessed for each order.



Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following: If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid/offer or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from [www.eva.virginia.gov](http://www.eva.virginia.gov). Contractors should email Catalog or Index Page information to [eVA-catalog-manager@dgs.virginia.gov](mailto:eVA-catalog-manager@dgs.virginia.gov).

20. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By submitting their (bids/proposals), (bidders/offers) certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
21. **INSURANCE:** By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with § 25 of the Governing Rules. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

**MINIMUM COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:**

- Workers' Compensation – Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in number of employees that change their workers' compensation requirements under the Governing Rules during the course of the contract shall be in noncompliance with the contract.
- Employer's Liability - \$ 100,000.
- Commercial General Liability - \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.

- Automobile Liability - \$1,000,000 combined single limit (Required if a motor vehicle not owned by the Commonwealth is to be used in the contract. Contractor must assure that the required coverage is maintained by the Contractor (or third party owner of such motor vehicle).

**Professional Service****Limits**

Accounting aggregate	\$1,000,000 per occurrence, \$3,000,000 aggregate
Architecture aggregate	\$2,000,000 per occurrence, \$6,000,000 aggregate
Asbestos, Design, Inspection or Abatement Contractors	\$1,000,000 per occurrence, \$3,000,000 aggregate
Health Care Practitioner (to include Dentists, Licensed Dental Hygienists, Optometrists, Registered or Licensed Practical Nurses, Pharmacists, Physicians, Podiatrists, Chiropractors, Physical Therapists, Physical Therapist Assistants, Clinical Psychologists, Clinical Social Workers, Professional Counselors, Hospitals or Health Maintenance Organizations)	\$2,150,000 per occurrence, \$4,250,000 aggregate (Limits increase each July 1 through fiscal year 2031 <i>per Code of Virginia § 8.01 – 581.15</i> )
Insurance Risk Management	\$1,000,000 per occurrence, \$3,000,000 aggregate
Landscape/Architecture	\$1,000,000 per occurrence, \$1,000,000 aggregate
Legal	\$1,000,000 per occurrence, \$5,000,000 aggregate
Professional Engineer	\$2,000,000 per occurrence, \$6,000,000 aggregate
Surveying	\$1,000,000 per occurrence, \$1,000,000 aggregate

\*When Used: FOR CONSTRUCTION SERVICE CONTRACTS AND GOODS CONTRACTS WHEN INSTALLATION IS **REQUIRED**. Required in all solicitations where a contractor will perform work or services in or on state facilities, the limits are minimums and may be increased. **When soliciting one of the Professions/Services listed above the specific profession/service referenced in the bid/offer shall apply.**

22. **MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS:** Failure to submit a response on the official state form provided for that purpose may be a cause for rejection of the response. Modification of or additions to the General Terms and Conditions of the solicitation may be cause of rejection of the response; however, the University reserves the right, on a case by case basis, in its sole discretion, whether or not to reject such a proposal.

23. **NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the university, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization form which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

24. **PAYMENT:**

1. **Prime Contractor:**

- a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number. Radford University's payment address is as follows:

**RADFORD UNIVERSITY**  
**ATTN: ACCOUNTS PAYABLE**  
**PO BOX 6906**  
**RADFORD, VA. 24142**  
**Email: acctspayable@radford.edu**

- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. However, this shall not affect offers of discounts for payment in less than 30 days.
- c. All goods and services provided under this contract or purchase order, that are to be paid with public funds shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.

- e. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve the University of its prompt payment obligations with respect to those charges which are not in dispute (*Governing Rule §53. Contractual disputes*).

2. To Subcontractors:

- a. A contractor awarded a contract under this solicitation is hereby obligated:

- 1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment record for work performed by the subcontractor(s) under the contract; or
  - 2) To notify the University and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
- b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise prohibited under the terms of the contract) on all amounts owed by contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U.S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's Obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

3. Each prime contractor who wins an award in which provision of a SWaM procurement plan as specified in the contract documents and is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only substantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until

such certification is delivered and, if necessary, confirmed by the University or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

25. **PRECEDENCE OF TERMS:** The following General Terms and Conditions COMMONWEALTH OF VIRGINIA PURCHASING MANUAL for INSTITUTIONS OF HIGHER EDUCATION and THEIR VENDORS, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
26. **PRICING CURRENCY:** Unless stated otherwise in the solicitation, bidders/offers shall state bid/offer in U.S. dollars.
27. **QUALIFICATIONS OF (BIDDERS/OFFERORS):** The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the (bidder/offeror) to perform the services/furnish the goods and the (bidder/offeror) shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect (bidder/offeror's) physical facilities prior to award to satisfy questions regarding the (bidder/offeror's) capabilities. The Commonwealth further reserves the right to reject any (bid/proposal) if the evidence submitted by, or investigations of, such (bidder/offeror) fails to satisfy the services and/or furnish the goods contemplated therein.
28. **TAXES:** Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption number is 54-73-0076K.
29. **TESTING AND INSPECTION:** The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to specifications.
30. **VIRGINIA FREEDOM OF INFORMATION ACT:** Except as provided, once an award is announced, all proposals/bids submitted to this RFP/IFB will be open to inspection by any citizen, or interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a firm prior to or as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act only under the following circumstances: (1) the appropriate information is clearly identified by some distinct method such as highlighting or underlining; (2) only the specific words, figures, or paragraphs that

constitute trade secrets or proprietary information are identified; and (3) a summary page is supplied immediately following the proposal title page that includes (a) the information to be protected, (b) the section(s)/page number(s) where this information is found in the proposal, and (c) a statement why protection is necessary for each section listed. The firm must also provide a separate electronic copy of the proposal (CD, etc.) with the trade secrets and/or proprietary redacted. *If all of these requirements are not met, then the firm's entire bid/proposal will be available for public inspection.*

IX. **SPECIAL TERMS AND CONDITIONS:**

1. **ACCEPTANCE PERIOD:** Any bid/proposal submitted in response to this solicitation shall be valid for (180) days. At the end of the (180) days, the bid/proposal may be withdrawn at the written request of the bidder/Offeror. If the bid/proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is canceled.
2. **ADDITIONAL GOODS AND SERVICES:** The University may acquire other goods and services that the supplier provides than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services as negotiated under the same terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services that are newly introduced during the term of this contract. Such additional goods and services will be provided to the University at favored nations pricing. The exact pricing of these good and services will be determined at the time of procurement.
3. **ASBESTOS:** Whenever and wherever during the course of performing any work under this contract, the Contractor discovers the presence of asbestos or suspects that asbestos is present, he shall stop the work immediately, secure the area, notify the building owner and await positive identification of the suspect material. During the downtime in such a case, the Contractor shall not disturb any surrounding surfaces but shall protect the area with suitable dust covers. In the event the Contractor is delayed due to the discovery of asbestos or suspected asbestos, then a mutually agreed extension of time to perform the work shall be allowed the Contractor but without additional compensation due to the time extension.
4. **CODES AND STANDARDS:** All materials, equipment, and installation work shall be in compliance with specifications contained herein and all applicable codes and standards to include the Virginia Uniform Statewide Building Codes.
5. **COMMUNICATIONS:** Communications regarding this Request for Proposals (RFP) shall be formal from the date of issue until either a Contractor has been selected or the University Procurement and Contracts Department rejects all proposals. Formal communications shall be directed to the University Procurement and Contracts Department. Informal communications including but not limited to, request for information, comments or speculations, regarding this RFP to any University employee other than a Procurement and Contracts Department representative may result in the offending Offeror's proposal being rejected.

**6. CONTINUITY OF SERVICES:**

- A. The Contractor recognizes that the services under this contract are vital to the University and must be continued without interruption and that, upon contract expiration, a successor, either the University or another Contractor, may continue them. The Contractor agrees:
- i. To exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor;
  - ii. To make all University owned facilities, equipment, and data available to any successor at an appropriate time prior to the expiration of the contract to facilitate transition to successor; and
  - iii. That the University Contract Officer shall have final authority to resolve disputes related to the transition of the contract from the Contractor to its successor.
- B. The Contractor shall, upon written notice from the Contract Office, furnish phase-in/phase-out services for up to ninety (90) days after this contract expires and shall negotiate in good faith a plan with the successor to execute the phase-in/phase-out services. This plan shall be subject to the Contract Officer's approval.
- C. The Contractor shall be reimbursed for all reasonable, pre-approved phase-in/phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in/phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract. All phase-in/phase-out work fees must be approved by the Contract Officer in writing prior to commencement of said work.

7. **CONTRACTOR PERSONNEL:** All employees of the Contractor shall comply with the rules, regulations, policies and procedures of the University and shall maintain proper conduct. In the event the University finds, at its sole discretion, that an employee of the Contractor is objectionable to the University that employee shall be removed by the Contractor from the University grounds and shall not again be employed by the Contractor on University grounds until approved by the University.

8. **CONTRACTOR/SUBCONTRACTOR LICENSE REQUIREMENT:** By my signature on this solicitation, I certify that this firm/individual and subcontractor is properly licensed for providing the goods/services specified:

Contractor

Name:

Contractor

License

#

Type



Subcontract \_\_\_\_\_ Name: \_\_\_\_\_  
License \_\_\_\_\_ No. \_\_\_\_\_  
Type: \_\_\_\_\_  
\_\_\_\_\_

9. **CONTRACTOR REGISTRATION:** If a contract for construction, removal, repair or improvement of a building or other real property is for \$120,000 or more, or if the total value of all such contracts undertaken by bidder/offeree within any 12-month period is \$750,000 or more, the bidder/offeree is required under Title 54.1-1100, *Code of Virginia* (1950), as amended, to be licensed by the State Board of Contractors a "CLASS A CONTRACTOR." If such a contract is for \$10,000 or more but less than \$120,000, or if the total value of all such contracts undertaken by bidder/offeree within any 12-month period is between \$150,000 or more, but less than \$750,000 or more, the bidder is to be licensed as a "CLASS B CONTRACTOR." If such a contract is for \$1,000 or more but less than \$10,000, or if the Contractor does less than \$150,000 in business in a 12-month period, the bidder/offeree is required to be licensed as a "CLASS C CONTRACTOR." The board shall require a master tradesman license as a condition of licensure for electrical, plumbing and heating, ventilation and air conditioning Contractors. The bidder/offeree shall place on the outside of the envelope containing the bid/proposal and shall place in the bid/proposal over his signature whichever of the following notations is appropriate, inserting his Contractor license number:

Licensed Class A Virginia Contractor No.: \_\_\_\_\_ Specialty: \_\_\_\_\_  
\_\_\_\_\_

Licensed Class B Virginia Contractor No.: \_\_\_\_\_ Specialty: \_\_\_\_\_  
\_\_\_\_\_

Licensed Class C Virginia Contractor No.: \_\_\_\_\_ Specialty: \_\_\_\_\_  
\_\_\_\_\_

If the bidder/offeree shall fail to provide this information on his bid/proposal or on the envelope containing the bid/proposal and shall fail to promptly provide said Contractor license number to the University in writing when requested to do so before or after the opening of the bid/proposal, he shall be deemed to be in violation of § 54.1-1115 of the *Code of Virginia* (1950) as amended, and his bid/proposal will not be considered.

If the bidder/offeree fails to provide the required license as requested by the University within a specific period of time, the bid/proposal shall not be considered for further evaluation.

10. **CONTRACTOR'S TITLE TO MATERIALS:** No materials or supplies for the work shall be purchased by the Contractor or by any subcontractor subject to any chattel mortgage or under a conditional sales or other agreement by which an interest is retained by the seller.



The Contractor warrants that he has clear title to all materials and supplies for which he invoices for payment.

- 11. DELIVERY AND STORAGE:** It shall be the responsibility of the Contractor to make all arrangements for delivery, unloading, receiving and storing materials in the building during installation. The University will not assume any responsibility for receiving these shipments. Contractor shall check with the University and make necessary arrangements for security and storage space in the building during installation.
- 12. FINAL INSPECTION:** At the conclusion of the work, the Contractor shall demonstrate to the authorized University's representative that the work is operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the Contractor at the Contractor's sole expense prior to final acceptance of the work.

- 13. IDENTIFICATION OF PROPOSAL ENVELOPE:** The signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

**From:**

<b>Name of Offeror:</b>	<b>RFP# R19-003</b>
<b>Address:</b>	<b>Due Date:</b> October 5, 2018 <b>Time:</b> 3:00 PM
	<b>RFP Title:</b> Elevator Preventive Maintenance & Repair Services
<b>City, State, Zip Code</b>	<b>Name of Contract Officer:</b> Jeff Groseclose

This envelope should be addressed as directed on the Request for Proposal Cover Sheet of this solicitation. If a proposal not contained in the special envelope is mailed, the offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other offers should be placed in the envelope.

- 14. INDEMNIFICATION:** To the extent permitted by the Virginia Tort Claims Act 8.01-195.1 et seq of the Code of Virginia (1950), as amended, the University shall be responsible for the negligent acts or omission of its officers, employees, agents, or students. Nothing contained herein shall constitute a waiver of the sovereign immunity of the University or the Commonwealth of Virginia.
- 15. KEYS:** If the Contractor is given keys to University property (ies) for this project, it is the Contractor's responsibility to return the keys when the contract is terminated, as well as for safekeeping of the keys during the contract period. The Contractor shall not loan or duplicate the keys. In the event the Contractor loses the keys, the Contractor will be charged for the replacement of the keys and any locks which are required to be rekeyed or replaced inclusive of material and labor costs incurred by the University.
- 16. LABELING OF HAZARDOUS SUBSTANCES:** If the items or products requested by this solicitation are "Hazardous Substances" as defined by [§ 1261 of title 15](#) of the United States

Code (U.S.C.) or "Pesticides" as defined in [§ 136 of Title 7](#) of the United States Code; then the bidder/offeror, by submitting his bid/proposal, certifies and warrants that the items or products to be delivered under this contract shall be properly labeled as required by the foregoing sections and that by delivering the items as products the bidder/offeror does not violate any of the prohibitions of [Title 15 U.S.C. § 1263](#) or [Title 7 U.S.C. § 136](#)

- 17. LICENSE/REGISTRATION:** The Contractor shall possess and maintain through the period of the contract performance, all licenses required by Federal or Commonwealth of Virginia Laws or Regulations for the performance of any and all work required by this contract. Contractor shall provide written proof of licensing/registration when requested by the University.
- 18. MAINTENANCE MANUALS:** The Contractor shall provide with each piece of equipment an operations and maintenance manual with wiring diagrams, parts list, and a copy of all warranties.
- 19. SAFETY DATA SHEETS:** Safety Data Sheets (SDS), formatted to conform to the Globally Harmonized System and descriptive literature shall be provided with the bid/proposal for each chemical and/or compound offered. Failure on the part of the bidder/offeror to submit such data sheets may be cause for declaring the bid/proposal as nonresponsive.
- 20. ORDER PLACEMENT:** The University does not place verbal orders for Goods and Services. The University may only place orders for Goods and Services by issuing a formal written Purchase Order in advance delivery of Goods and Services. If the Contractor provides Goods and Services prior to receipt of a formal written Purchase Order or incurs costs in excess of authorized purchase order fee amounts, it does so at its own risk.
- 21. PARKING POLICY:** All Contractors' vehicles parked on the Radford University campus must be registered with the Radford University Parking Services Department and display a valid Contractor's parking pass. A pass may be obtained by filling out an application for a Radford University Contractor's Parking Pass and submitting it to the Radford University Parking Services Department. Contractors should be aware that vehicles parked on the Radford University campus without a parking pass or permit are subject to ticketing and fines. Operating vehicles on sidewalks, plazas, and areas heavily occupied by pedestrians is prohibited. In the unlikely event a driver should find it necessary to drive on Radford University sidewalks, plazas and areas heavily used by pedestrians, the driver must yield to pedestrians. For a complete list of parking regulations, please go to <http://parking.asp.radford.edu/>. Radford University Parking Services may also be contacted by calling (540) 831-6361. The safety of our students, faculty and staff is of paramount importance to us. Accordingly, violators may be charged.
- 22. PUBLIC POSTING OF COOPERATIVE CONTRACTS:** Radford University maintains a web-based contract database with a public gateway access. Any resulting cooperative contract(s) to this solicitation will be posted to the publicly accessible website. Contents identified as proprietary information will not be made public.
- 23. REFERENCES:** Bidder shall provide a list of at least four (4) references where similar goods and/or services have been provided. Each reference shall include the name of the

organization, the complete mailing address, the name of the contact person and telephone number.

**24. RENEWAL OF CONTRACT:** This contract may be renewed by the University for three (3) successive one-year periods, or as negotiated, under the terms and conditions of the original contract except as stated in A. and B. below. Price increases may be negotiated only at the time of renewal. Written notice of the University's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.

- A. If the University elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one-year shall not exceed the contract price(s) of the original contract increased/decreased by more than the percentage increase/decrease of the **"services"** category of the Consumer Price Index for All Urban Consumers (Current Series) <CPI-U> released by the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
- B. If during any subsequent renewal periods, the University elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the **"services"** category of the Consumer Price Index for All Urban Consumers (Current Series) released by the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

**25. SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:**

- It is the goal of the Commonwealth that 42% of its purchases are made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All potential bidders/offers are required to submit a Small Business Subcontracting Plan. Unless the bidder/offeror is registered as a DSBSD-certified small business and where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the Contractor is encouraged to offer such subcontracting opportunities to DSBSD-certified small businesses. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification. No bidder/offeror or subcontractor shall be considered a Small Businesses, a Women-Owned Business or a Minority-Owned Businesses unless certified as such by the Department of Small Business and Supplier Diversity (DSBSD) by the due date for receipt of bids or proposals. If a small business subcontractors are used, the prime Contractor agrees to report the use of small business subcontractors by providing the purchasing office at a minimum the following information: name of small business with the DSBSD certification number or FEIN, phone number, total dollar amount subcontracted, category type (small, women-owned, minority-owned), and type of product/service provided. **This information shall be submitted to: Radford University Procurement and Contracts Office, ATTN: SWAM Subcontracting Compliance, Post Office Box 6885, Radford, Virginia 24142.**

- Each prime Contractor who wins an award in which the provision of a small business subcontracting plan is a condition of the award, shall deliver to the University with every request for payment, evidence of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the small business subcontracting plan. **This information shall be submitted to: Radford University Procurement and Contracts Office, ATTN: SWAM Subcontracting Compliance, Post Office Box 6885, Radford, Virginia 24142.** When such business has been subcontracted to these firms and upon completion of the contract, the Contractor agrees to furnish the purchasing office at a minimum the following information: name of firm with the DSBSD certification number of FEIN number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product or service provided. Payment(s) may be withheld until compliance with the plan is received and confirmed by the University. The University reserves the right to pursue other appropriate remedies to include but not be limited to, termination for default.
- Each prime Contractor who wins an award valued over \$200,000 shall deliver to the University with every request for payment, information on use of subcontractors that are not DSBSD-certified small businesses. When such business has been subcontracted to these firms and upon completion of the contract, the Contractor agrees to furnish the purchasing office at a minimum the following information: name of firm, phone number, FEIN number, total dollar amount subcontracted, and type of product or service provided. **This information shall be submitted to: Radford University Procurement and Contracts Office, ATTN: SWAM Subcontracting Compliance, Post Office Box 6885, Radford, Virginia 24142.**

**26. SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the University. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assume compliance with all requirements of the contract.

**27. TRANSPORTATION AND PACKAGING:** By submitting their (bids/proposals), all (bidders/offers) certify and warrants that the price offered for FOB Destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.

**28. WARRANTY (COMMERCIAL):** The Contractor agrees that the goods or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the Contractor gives any customer for such goods or services and that the rights and remedies provided therein are in addition to and do not limit those available to the University by any other clause of this solicitation. A copy of this warranty should be furnished with the bid/proposal.

**29. WORK SITE DAMAGES:** Any damage to existing utilities, equipment of finished surfaces resulting from the performance of this contract shall be repaired to the University's satisfaction at the Contractor's expense.

- X. **GOVERNING RULES:** This Contract is governed by the provisions of the Restructured Higher Education Financial and Administrative Operations Act, Chapter 4.10 (§23-38-88 et seq.) of Title 23 of the Code of Virginia, and in particular § 23-38.90 of the Restructuring Act, referred to as the "Governing Rules" and the *Purchasing Manual for Institutions of Higher Education and Their Vendors.*"

**IN WITNESS WHEREOF,** the parties have caused this Contract to be duly executed intending to be bound thereby.

**CONTRACTOR:** thyssenkrupp Elevator

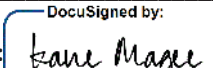
**PURCHASING AGENCY:** RADFORD UNIVERSITY

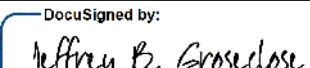
**Print Name:** Kane Magee

**Print Name:** Jeffrey (Jeff) B. Groseclose

**Title:** Regional Director

**Title:** Senior Contract Officer

**Signature:**  Kane Magee

**Signature:**  Jeffrey B. Groseclose

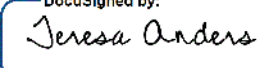
**Date:** 7/31/2019 | 9:27 AM EDT

**Date:** 7/31/2019 | 9:38 AM EDT

**Approved By:**

**Print Name:** Teresa Anders

**Title:** Associate Director, Procurement and Contracts

**Signature:**  Teresa Anders

**Date:** 7/31/2019 | 3:26 PM EDT

## **Attachment A**

Request for Proposal (RFP) R19-003 dated August 28, 2019 and the following Addenda:

Addendum No. 1 dated September 12, 2018

Addendum No. 2 dated October 18, 2018



**PROCUREMENT AND CONTRACTS**

**P.O. BOX 6885**

**501 STOCKTON STREET**

**RADFORD, VA 24142**

## **REQUEST FOR PROPOSAL**

**# R19-003**

**ELEVATOR PREVENTIVE MAINTENANCE AND REPAIR SERVICES**

**AUGUST 28, 2018**



***RADFORD UNIVERSITY IS A PROUD MEMBER OF VASCUPP***



**REQUEST FOR PROPOSAL  
RFP # R19-003**

**ISSUE DATE:**

**TITLE:**

**ISSUING AGENCY:**

**RADFORD UNIVERSITY**

Procurement and Contracts

David E. Armstrong Complex, 501 Stockton St.

Post Office Box 6885

Radford, VA 24142-6885

**PERIOD OF CONTRACT:**

December 1, 2018 through November 30, 2020 with three (3) one-year renewal options, or as negotiated.

**SEALED PROPOSALS DUE DATE/TIME:** October 5, 2018 up to and including 3:00 PM Eastern Daylight Savings Time

Proposals received after the due date and time or electronic submission of proposals will not be accepted. Procurement and Contracts mailing address is as follows:

**RADFORD UNIVERSITY**

**Procurement and Contracts Department**

**David E. Armstrong Complex**

**501 Stockton Street [Courier Physical Address]**

**Post Office Box 6885**

**Radford, Virginia 24142**

**MANDATORY PRE-PROPOSAL SITE VISITS AND CONFERENCE:** Reference is made to section (XI). SITE VISITS: September 5, 2018 at 10:00 am or September 10, 2018 at 9:00 am. CONFERENCE: September 13, 2018 at 10:00 am.

**QUESTIONS/INQUIRIES:** All inquiries for information shall be directed to: Jeff Groseclose at [jbgrosec@radford.edu](mailto:jbgrosec@radford.edu) or 540-831-5634. Written questions must be submitted no later than close of business September 18, 2018

**PUBLIC POSTING:** Reference section 2) D) 1 – *Commonwealth of Virginia Procurement Manual for Institutions of Higher Education and their Vendors VASCUPP* Public notices shall be published on the Department of General Services central electronic procurement website, eVA (<http://eva.virginia.gov>), under Sourcing and Contracting on the eVA home page. This is the only electronic source used by Radford University's Procurement and Contracts Department to electronically post the RFP document and subsequent Addenda.

**LATE PROPOSALS:** To be considered for selection, proposals must be received by the University by the designated date and hour. The official time used in the receipt of proposal is that time on the automatic time stamp machine in the Procurement and Contracts Department. Proposals received in the Procurement and Contracts Department after the date and hour designated are automatically disqualified and will not be considered. The University is not responsible for delays in the delivery of mail by the U.S. Postal Office, private couriers, or the interuniversity mail system. It is the sole responsibility of the Offeror to insure that its proposal reaches the Procurement and Contracts Department by the designated date and hour. \*Proposal receipt scheduled during a period of suspended state business operations will be rescheduled for processing at the same time on the next regularly scheduled business day.



**UNIVERSITY CLOSINGS:** If the University is closed as a result of an act of God or an emergency situation, the University's website shall post notices of said closings. It is the responsibility of the Offeror to check the website at [www.radford.edu](http://www.radford.edu) for said notices. If the University is closed on the day proposals are due they will be accepted the same time the next scheduled business day the University is open. If the University is closed on the day of the scheduled pre-proposal conference a written addendum will be issued to officially reschedule the conference.

In compliance with this Request for Proposal and to all conditions imposed therein, the undersigned offers and agrees to furnish the goods/services described at the prices indicated in **Attachment (G) – Financial Proposal**.

**Legal Name and Address of Firm (Type or Print):**

Name:	Date:	
Street:	Signature:	
PO Box:	Print Name:	
City/State/Zip:	Title:	
FEI/FIN/SS No.:	Telephone:	
eVA Vendor ID No.:	Fax:	Email:

Check all that apply: ☐ Corporation ☐ Partnership ☐ Proprietorship ☐ Individual

Department of Small Business and Supplier Diversity (DSBSD) Certification No. \_\_\_\_\_  
 and Expiration Date: \_\_\_\_\_ Certification Category: ☐ Woman-Owned ☐  
 Minority-Owned ☐ Small Business ([www.sbsd.virginia.gov](http://www.sbsd.virginia.gov)) for additional information.

[eVA Virginia's eProcurement Portal](http://eVA Virginia's eProcurement Portal) Registered: Yes ☐ - eVA Vendor ID# \_\_\_\_\_

Commonwealth of [Virginia State Corporation Commission](http://Virginia State Corporation Commission) registration number: \_\_\_\_\_

*Note: This public body does not discriminate against faith-based organizations in accordance with §36 of the Governing Rules or against a bidder or Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.*

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**RFP R19-003 (Elevator Preventive Maintenance and Repair Services)**

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**I. PURPOSE**

- A. The intent and purpose of this Request for Proposals (RFP) is to solicit proposals from qualified sources to establish a term contract through competitive negotiations with one qualified contractor to provide elevator preventive maintenance (PM) and repair services for elevator operations as outlined herein, to Radford University, (hereinafter referred to as “RU”, or “the University”), an agency of the Commonwealth of Virginia.

**II. BACKGROUND****A. University Background:**

Radford University is a comprehensive public university of 9,400 students that has received national recognition for many of its undergraduate and graduate academic programs, as well as its sustainability initiatives. Radford University serves the Commonwealth of Virginia and the nation through a wide range of academic, cultural, human service and research programs. Well known for its strong faculty/student bonds, innovative use of technology in the learning environment and vibrant student life on a beautiful 204-acre American classical campus, Radford University offers students many opportunities to get involved and succeed in and out of the classroom. The University offers 67 degree programs in 38 disciplines and three certificates at the undergraduate level; 22 master's programs in 17 disciplines and three doctoral programs at the graduate level; 13 post-baccalaureate certificates and one post-master's certificate. A Division I member of the NCAA and Big South Athletic Conference, Radford University competes in 16 men's and women's varsity athletics. With over 270 clubs and organizations, Radford University offers many opportunities for student engagement, leadership development and community service. Total enrollment is 9,401. Undergraduate enrollment is 8,453 and graduate enrollment is 948. Learn more at [www.radford.edu](http://www.radford.edu).

- B. Specific Background:** The University currently has 55 elevators and three lift elevators that require full maintenance and repair services (see elevator listing, Financial Proposal, Attachment G). The University will remove and add elevators as campus buildings are being renovated or as new buildings are completed and new elevators are put in service. We house students with wheelchair or other disabilities which makes it imperative that all the elevators remain in working condition at all times.

1. The Contractor is responsible for repairs to the elevators which includes obsolete or outdated parts. We have several elevators that are older and some repair parts may have to be fabricated or alternate parts located to keep the elevator in working order. The Contractor should be responsible for all costs (parts and labor) which should be included in the elevator yearly costs unless otherwise noted by Offeror in their proposal response.
2. The average full maintenance spend over the previous five-year period is estimated at \$84,000 annually. Our current contractor is ThyssenKrupp Elevator Corporation.

**III. CONTRACT PARTICIPATION**

- A. Under the authority of §6 of the Rules Governing Procurement of Goods, Services, Insurance and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia (copy available at [VASCUPP](http://VASCUPP) web site). The intent of this solicitation and resulting contracts is to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions or lead issuing institution's affiliated corporations may access any resulting contract if authorized by the contractor. Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) may be extended to the entities indicated above to purchase at contract prices in accordance with the contract terms. The Contractor

shall notify the lead-issuing institution in writing of any such entities accessing the contract. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the contract. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from Radford University. Radford University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Radford University is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances. Use of this contract(s) does not preclude any participating entity from using other contracts or competitive processes as the need may be. Please contact the buyer for additional information.

**IV. CONTRACT ADMINISTRATION:** Radford University assigns “Contract Administrators” to each contract awarded. The Contract Administrator shall be the initial point of contact for the Contractor. Contract Administrators are charged with ensuring the terms and conditions of the contract are followed, payments are made in accordance to the contractual pricing schedule, and reporting noncompliance issues to the Procurement and Contracts Department at Radford University. Contract Administrators **do not** have the authority to authorize changes and/or modifications to the contract. Should noncompliance issues exist and cannot be resolved at this level or changes/modifications to the contract are required, the assigned Contract Officer in the Procurement and Contracts Department must be notified immediately by the Contract Administrator. The Contract Administrator will be assigned upon Award.

**V. SMALL, WOMAN-OWNED AND MINORITY-OWNED (SWAM) PARTICIPATION**

It is the policy of the Commonwealth of Virginia to contribute to the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in state procurement activities. The Commonwealth encourages contractors to provide for the participation of small businesses, and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other contractual opportunities.

Radford University has established SWaM goals that are posted to the Procurement and Contract website. Links to the University’s SWaM initiative can be located at: [Procurement and Contracts | Radford University](#).

See **Attachment F** for information on reporting spend data with subcontractors and a SWaM Table (Table A only) to complete and submit in the proposal.

**VI. DEFINITIONS**

- a. **Overtime** – Overtime is defined as any hours worked outside of 8:00 am to 5:00 pm, Monday through Friday, as well as on weekends and Virginia state holidays
- b. **Regular Time** – Regular time is defined as normal working hours from 8:00 am to 5:00 pm, Monday through Friday, except on Virginia state holidays

**VII. STATEMENT OF NEEDS**

Radford University wishes to secure the services of a qualified contractor to provide elevator preventive maintenance and repair services. The Contractor shall furnish all labor, insurance, materials, equipment, supervision, and incidentals necessary to provide elevator preventive maintenance and repair services to the University.

Radford University requires full maintenance and repair services for elevators as listed in the Financial Proposal, Attachment G, and as detailed herein. Contractor shall provide routine and periodic inspection of the elevators and related equipment to buildings belonging to the University. Radford University reserves the right to add and remove elevators and/or lifts to the contract as needed.

**A. General.****1. Contractor Responsibilities.**

- a. Contractor shall provide sufficient elevator technician(s) to provide an ongoing preventive maintenance program for all elevators. The PM work required in the performance of the contract should be performed during the hours of 8:00 a.m. to 5:00 p.m. Any scheduled PM work performed outside of these normal working hours must be approved by the Facilities Management representative. A quarterly preventive maintenance checklist provided by the Contractor should contain at minimum the following elements as applicable to each type of elevator:
  - (1) Ride each elevator to observe for proper operational characteristics.
  - (2) Clean all debris from hoistway pits.
  - (3) Clean all debris from elevator equipment rooms.
  - (4) Visually inspect all moving parts of the elevator.
  - (5) Clean, lubricate and adjust when needed machine brakes, motors, controllers, relay panels, leveling devices, switches, interlocks, guide shoes or roller guides, guide rails, door restrictors, and hoisting cables.
  - (6) Replace any noted defective parts or equipment.
  - (7) Insure that all floor indicators lights are operational along with hall call buttons.
  - (8) Insure that floor level signage is in place along with all fire safety signage.
  - (9) Check for hydraulic oil leaks in pumps and cylinders. Add oil as needed. Clean any oil residue on floors or walls using appropriate hazardous waste procedures.
  - (10) Perform "Fireman's Call Test" on each elevator.
  - (11) Inspect door monitoring equipment and safety edge units. Clean, lubricate, adjust or repair as needed. Clean doorsills.
- b. At a minimum, the University expects the Contractor's qualified service technician(s) to be onsite for 16-hours per week. Offeror should detail in the proposal how this requirement will be met.
- c. Contractor shall provide sufficient elevator technician(s) to respond to service calls relating to proper and continual elevator operation. Contractor should respond to service call onsite within two (2) hours of call receipt from a Radford University designee. Contractor shall maintain a system and/or call tree in which Radford University can make service calls on a 24 hour/7 day a week basis. The technician(s) shall notify appropriate University personnel or designee upon arrival to campus, upon service being rendered, and shall inform University of the status of the elevator in question.
- d. Contractor should provide written documentation at the completion of each visit, indicating services rendered. Contractor should have a check chart in each machine room with all visits and work performed documented.
- e. Contractor shall obtain all necessary licenses and/or permits required to perform work and shall provide proof of all licenses and/or permits. Contractor shall take all precautions necessary to protect persons and property from injury or damage during the performance of the contract. Contractor shall be responsible for any injury to himself, his employees, or others, as well as any damage to personal or public property that occurs during the performance of this contract that is caused by him or his employees fault or negligence.
- f. Contractor shall provide only technician(s) that are certified through factory or other

training for the specific makes and types of equipment to be repaired and who are directly employed and supervised by the contractor. Service technician(s) shall be certified by The Commonwealth of Virginia and The Commonwealth of Virginia Board of Contractors. Contractor should include copies of technician certifications with proposal submittals. Certifications consist of EEC State License and any other certifications from elevator manufacturers.

- g. Contractor shall agree to employ, provide, and supervise all personnel necessary for the maintenance of elevators to the University's satisfaction. All employees of the contractor shall comply with the rules and regulations of the University and shall maintain proper conduct. In the event the University finds, at its sole discretion, that an employee of the contractor is objectionable to the University, that employee shall be removed by the contractor from the University grounds and shall not again be employed by the contractor on University grounds until approved by the University.
- h. Additional elevators will be added to the contract as needed at the request of the University at an agreed upon annual price, prorated as necessary. In the event that a building is vacant or unoccupied for a period of time, the university will, at its discretion, notify the Contractor to suspend services for that period of time.
- i. Contractor should meet on a quarterly basis or as needed or requested by Facilities Management Representative.
- j. Contractor should provide, upon the request of the university, recommendations, technical assistance, specifications and cost analysis of upgrades to the elevators.
- k. Contractor should accept all elevator equipment "as is" at contract award and should maintain and repair all elevators to meet state requirements and inspection criteria. The procurement of ALL parts should be Contractors responsibility or as negotiated. Offerors should provide details as to how you propose to replace all required repair parts.
- l. The Contractor is responsible for ensuring service personnel are identified as Contractor employees while performing their job duties at the University. Only company vehicles with company signage will be allowed on campus. In the future if criminal background checks are required of contractors staff working on campus the contractor will be required to provide this documentation to the university without charge.

## 2. **Elevator Inspection and Testing.**

- a. Radford University utilizes a third party contractor to provide semi-annual and annual inspection services for all elevators. Contractor shall provide technician(s) as needed to assist the third party elevator inspection contractor during the semi-annual and annual elevator tests and inspection required by the Virginia Uniform Statewide Building Code, ASME A17.1- 2000. Use of technician(s) services should be part of the annual PM contract and not billed separately to the University.
- b. Contractor shall perform 5-year load testing on all traction and hybrid elevators as well as any and all inspection services required for compliance. Copies of previous semi-annual and annual inspection reports for each elevator are provided in Attachment I – Inspection Reports.
- c. Contractor should correct all deficiencies noted during the semi-annual and annual inspections within 30 days of receipt of the violation report by the inspectors. The University prefers that repairs made as a result of deficiencies detected during inspections



are repaired by the Contractor at no charge to the University. Contractor should provide written documentation to Facilities Management representative within 45 days that violations have been corrected.

3. **Repairs Not Covered under Preventive Maintenance Requirements.**

- a. Contractor should provide an hourly contract labor rate for technician(s) to perform repairs or to add additional equipment to elevators as requested by the University not covered under the PM agreement. Repairs to elevators because of abuse, vandalism or catastrophic events should be billed separately using the established labor rate and cost of parts and material reflecting the University's established percentage discount. A quote shall be provided for all repair work and must be approved by the University before repairs are performed. Repairs and service calls deemed by the University to be of an emergency nature will be excluded from this requirement. Offeror should provide their approach on how they will address this section and provide an hourly rate for regular time and overtime as defined in section VI.a and VI.b.

4. **Parts Defined as Obsolete.**

- a. Offeror should include in their proposal means and methods by which they should maintain, repair, and replace parts defined as obsolete. Offeror should include their definition of an obsolete part.

5. **Breakdowns and Shutdowns.**

- a. Any elevator removed from service shall be reported within one (1) hour to the designated Facilities Management Representative. Lock Out/Tag Out procedures shall be applied in coordination with Facilities Electrical/Life Safety Representative.
- b. When an elevator is out of service for whatever reason for the performance of maintenance, signs should be placed at all floor entrances to that elevator indicating that the elevator is out of service.
- c. Offeror should include in their proposal a detailed method on how they propose to address breakdowns and shutdowns, such as electrical troubles, burned out control coils, open circuits, electrical or mechanical adjustments, etc.

6. **Repair Work and Emergency Service Call Reporting.**

- a. Contact the University's Facilities Management Department at the David E. Armstrong Complex, 501 Stockton Street, by telephone **(540)-831-7800** before initiating work, or in person, to inform the maintenance department of the work schedule. Contact **Campus Police**, Allen Building, **(540)-831-5500** before performing services outside of normal working hours.
- b. If the work extends beyond one (1) day, a check-in will be repeated prior to resumption of work each day.
- c. Upon completion of the work, the Contractor's employee(s) should turn in to the Facilities Management representative a copy of the work order, repair order, or a form on which, at a minimum, the following information is provided.
  - (1) Name and address of contractor
  - (2) Name of Contractor's employee in charge of the work

- (3) Date(s) work was performed and hours expended
- (4) Brief description of work performed including identification of equipment
- (5) Signature of Contractor's employees and signature block for University's representative.

Offerors should include sample of this type form they are currently using with their proposal.

**B. Radford University Agrees to the Following.**

1. To provide the Contractor access to the elevator equipment.
2. To keep the elevator pit(s) and motor room(s) free from water.
3. To be responsible for removing water from elevator pits and maintaining the drainage facilities for the pits, or for damage there from.
4. Not to use the elevator machine rooms and equipment spaces for storage.
5. To be responsible for refinishing of cabs, hoistways, or equipment room interiors.
6. To be responsible for the main safety switch providing electricity to the equipment. (Wiring from the safety switch shall be Contractor's responsibility.)
7. To report to the Contractor any conditions which may indicate the need for correction before the next regularly scheduled examination.
8. That the Contractor does not at any time assume possession or control of any part of the equipment, but such remains the University's property exclusively.

**C. Items of Elevator Equipment not included in Contract.** Contractor assumes no responsibility for the following items of equipment which are not included in this contract.

1. Repair or replacement of building items, such as hoistway or machine room walls and floors, car enclosures, including removable panels, finished surfaces of door panels and car gates, plenum chambers, ceiling, elevator car handrails, hoistway and car door sills, mirrors, tile and carpets except as these may be damaged or destroyed by actions of the Contractor's personnel, and telephones, signal fixture faceplates and smoke detectors.
2. Elevator mainline and auxiliary disconnect switches and fuses.
3. Vandalism other than contractor or agents of the Contractor.

## **VIII. PROPOSAL PREPARATION AND SUBMISSION**

**A. GENERAL INSTRUCTIONS:**

1. **RFP Responses:** In order to be considered for selection, the Offeror shall submit to the University a complete response to this RFP. Proposals shall be a combination of **paper and electronic documents as detailed below, each containing full identical content including all attachments.**



**Format:** Electronic file shall be text searchable using common business software, such as Adobe, Microsoft Word and Microsoft Excel.

**Media:** Include all of the following:

**PAPER DOCUMENTS**

One (1) paper **original signed** document

**ELECTRONIC DOCUMENTS**

One (1) complete electronic proposal, inclusive of all attachments, on individual USB drive

**REDACTED ELECTRONIC DOCUMENT**

One (1) redacted electronic proposal on a USB drive labeled **FOIA**

No other distribution of the proposal shall be made by the Offeror.

*VFOIA (Virginia Freedom of Information Act) – The one redacted FOIA proposal contains identical content, however it blacks out information that is personally identifiable (such as FIN) and, if applicable, any trade secrets and proprietary information for which the Offeror must invoke in writing the protections of the [Code of Virginia 2.2-4342, Public Inspection of Certain Records](#).*

2. **Contact:** To ensure timely and adequate consideration of your proposal, Offerors are to limit all contact, whether verbal or written, pertaining to this RFP to the Radford University Procurement Office Contract Officer indicated on the face of this document for the duration of this proposal process. Failure to do so may jeopardize further consideration of Offeror's proposal.
3. **Proposal Presentation:**
  - a. **Sign and Complete:** Proposals shall be signed by an authorized representative of the Offeror. See page 3. *The original proposal must be clearly marked on the outside of the proposal.* All information requested must be submitted. Failure to submit all information requested may result in the University requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the University. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation. All information requested by this Request for Proposal on the ownership, utilization, and planned involvement of small businesses, women-owned businesses and minority-owned businesses must be submitted. See **Attachment F**. If an Offeror fails to submit all information requested, the University may require prompt submission of missing information after the receipt of proposals.
  - b. **Concise & Clear:** Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
  - c. **Organization:** Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the attachment, paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. The proposal should contain a table of contents, which cross-references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find the RFP requirements are specifically addressed.
  - d. **Word Usage:** As used in this RFP, the terms "must", "shall", "should" and "may" identify the criticality of requirements. "must" and "shall" identify requirements whose absence will have a major impact on the

suitability of the proposed solution. Items labeled as “should” or “may” are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual “must” and “shall” items may not be fully satisfied, but it is the intent to satisfy most, if not all, “must” and “shall” requirements. The inability of an Offeror to satisfy a “must” or “shall” requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offeror's proposal.

- e. **Binding, Ownership:** The original proposal and copies if requested, should be bound or contained in a single volume where practical (ex: ring binder, spiral bound, stapled, etc.). All documentation submitted with the proposal should be contained in that single volume. Ownership of all data, materials and documentation originated and prepared for the state pursuant to the RFP shall belong exclusively to Radford University and be subject to public inspection in accordance with the Virginia Freedom of Information Act as specified in General Terms and Conditions.
  - f. **Legal Agreement:** Unless noted in the proposal, a signed and submitted proposal certifies that the firm’s principals or legal counsel has reviewed the Request for Proposal General Terms and Conditions and the Special Terms and Conditions and agrees that these provisions will become a part of any final agreement, and that the principals or legal counsel has reviewed and approved the firm’s entire proposal prior to submission to the University.
4. **Presentations:** Offerors who submit a proposal in response to this RFP may be invited to give a presentation of their proposal to the University. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a **fact finding** and **explanation** session only and does not include negotiations. The University will schedule the time and location of these presentations. Presentations are an option for the University and may or may not be conducted.

Radford University expects Offerors who are invited to give an oral presentation will utilize the person or persons who will be working on the project to conduct the presentation so quality and experience of the contractor’s staff can be evaluated prior to making the selection. See **Section XII** for the estimated schedule.

**B Specific Proposal Requirements:** Proposals should be as thorough as possible so that Radford University may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal:

1. **Complete and Sign:** The return of the completed RFP inside cover sheet (See page 3) and addenda acknowledgements, if any, signed, and filled out as required.
2. **Description and Plan for Providing Services:** Within the Statement of Needs, include the specific methodology, approach, and plans for providing the proposed services to achieve desired results including:
  - a. **Contractor Responsibilities**
    - 1 A description of what specific services the Offeror proposes to provide to include but not be limited to proposed service technician hours to be used, when the services will be performed, by whom, and the anticipated time durations for typical services.
    - 2 Describe your plan on how service technicians will be utilized to fulfill the Contractor responsibilities as noted in Section VII.A.1.a and Section VII.A.1.b.
    - 3 Describe your plan for handling service calls for elevator services, both during working hours and outside of working hours.
    - 4 Provide a sample service document and machine room check chart.
    - 5 Provide a listing of elevator technicians to perform the services, their locations, and copies of certifications.
    - 6 Provide your plan for increasing service technician hours when additional elevators are added to the contract.
    - 7 Provide recommendations as to how you propose to offer cost analysis for elevator upgrades.

- 8 Provide details as to how you propose to procure repair parts.
  - 9 Provide projected timeline for delivery of services after contract award.
- b. Elevator Inspection and Testing. Provide a breakdown of the service elements that are applicable to your company for performance specifications as noted in Section VII.A.2. Provide your approach to correct all deficiencies noted during the semi-annual and annual inspections.
  - c. Repairs Not Covered Under PM Requirements. Provide your approach on how you propose to repair or add additional equipment to elevators not covered under the PM agreement, to include work identified to accommodate code modifications.
  - d. Obsolete Parts. Provide details as to how you propose to handle replacement of parts defined as obsolete.
  - e. Breakdowns and Shutdowns. Provide details on how you propose to address breakdowns and shutdowns.
3. **Experience and Qualifications**: Within the Statement of Needs and Offeror Data Sheet (See **Attachment D**), as appropriate, include a written narrative statement to include:
  - a. Describe your firm's size, history, experience, etc. in providing services described herein. Include where your central office is located and provide the following information
    - 1 Provide locations of office(s) in Virginia.
    - 2 Provide office location from which services will be provided
    - 3 Describe your company's capability to respond to all emergency calls within 2 hours of notification.
  - b. Names, qualifications and experience of personnel to be assigned to the project, including an organizational chart, individual qualifications and duties, etc.
  - c. Resumes of key employees to be assigned to the project.
4. **References**: Provide references from at least four entities where contractor has provided similar services. See **Attachment D**
5. **Financial Proposal**: Provide a fee structure as described below associated with goods and services proposed to fulfill requirements. All labor rates shall be inclusive (fully burdened) and should incorporate financial considerations such as labor costs, overhead, contingency budgets, travel, profit, etc. See **Attachment G – Financial Proposal**
  - a. Provide a price breakdown of total annual cost for each elevator for full maintenance and repair services as shown in Attachment G - Financial Proposal.
  - b. Provide an hourly labor rate for regular time and overtime. Regular time is defined as normal working hours from 8 a.m. to 5 p.m Monday through Friday, except on Virginia state holidays. Overtime is defined as any hours worked outside 8 a.m. to 5 p.m. Monday through Friday as well as on weekends and Virginia state holidays.
  - c. Provide a percentage off cost to be conveyed to the University for procurement of replacement parts that you feel would be excluded from contract.
6. **Identification on Proposal Envelope**: The signed proposal should be returned to the University to the attention of the identified Contract Officer in a sealed envelope or package with the following identifying information on the outside of the sealed envelope/package:

<b>Name of Offeror:</b>	<b>RFP# R19-003</b>
<b>Address:</b>	<b>Due Date:</b> October 5, 2018 <b>Time:</b> 3:00 PM
	<b>RFP Title:</b> Elevator Preventive Maintenance and Repair Services
<b>City, State, Zip Code</b>	<b>Name of Contract Officer:</b> Jeff Groseclose

## IX EVALUATION AND AWARD CRITERIA

- A. Evaluation Criteria:** Proposals will be evaluated for full compliance with the RFP requirements and the mandatory terms and conditions set forth within the RFP document. The objective of the Radford University Evaluation Committee will be to select the contractor that is most responsive to the herein described needs and represents the best value for Radford University.

The proposals will be evaluated by Radford University using the following weighted evaluation criteria.

	<b>Evaluation Criteria</b>	<b>Percentage of Points</b>
1	Qualifications and Relevant Experience	25%
2	Capabilities, Skills, and Capacity	20%
3	Approach and Methodology	25%
4	Financial Proposal	20%
5	SWaM - Participation of Small Businesses and Businesses Owned by Women and Minorities	10%
	<b>TOTAL</b>	<b>100%</b>

- B. Award of Contract:** Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation criteria included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offers so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the University shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. The University may cancel this Request for Proposal or reject proposals at any time prior to award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous (*Code of Virginia, § 2.2-4359D*) [Code Section 2.2-4359D](#). Should the Commonwealth determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

## X. REPORTING AND DELIVERY REQUIREMENTS

- A.** The Contractor should provide the following reports to the Contract Administrator:

1. Upon completion of the work, the Contractor's employee(s) shall turn into the Facilities Management representative a copy of the work order, repair order, or a form on which, at a minimum, the following information is provided.
  - a. Name and address of contractor
  - b. Name of Contractor's employee in charge of the work

- c. Date(s) work was performed and hours expended
- d. Brief description of work performed including identification of equipment
- e. Signature of Contractor's employees and signature block for University's representative.

**Offerors should include sample of this type form they are currently using with their proposal.**

- B. The Contractor shall provide a quarterly report to the Radford University Director of Strategic Sourcing and Supplier Diversity detailing the small business subcontractor spending. See **Attachment F. (This is only used if subcontracting opportunities exist.)**

## **XI. MANDATORY SITE VISIT AND MANDATORY PRE-PROPOSAL CONFERENCE**

- A. A **mandatory site visit** will be required in order to submit a proposal. Offerors will have two (2) options to attend site visits. The first site visit will be held on September 5, 2018 at 1:00 pm. The second site visit will be held on September 10, 2018 at 9:00 am. The site visits will begin at the **Armstrong Complex located at 501 Stockton Street, Radford, VA 24142 in the Procurement and Contracts Conference Room (Room 231)** promptly at the start time. Radford University estimates site visits to last approximately three (3) hours. No admittance will be allowed to the site visits after the start time. Proposals will only be accepted from those offerors who visit the site at one of the appointed times above. Site visits will be evidenced by the representative's signature on an attendance roster. The purpose of the mandatory site visit is to allow potential offerors an opportunity to view the equipment included in this solicitation. Questions that arise during the site visit should be submitted in writing and will be clarified during the pre-proposal conference and as a written addendum to this solicitation.
- B. A **mandatory preproposal conference** will be on September 13, 2018 at 10:00 am at the **Armstrong Complex located at 501 Stockton Street, Radford, VA 24142 in the Procurement and Contracts Conference Room (Room 231)**. The purpose of this conference is to allow potential offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

Due to the importance of all offerors having a clear understanding of the specifications/scope of work and requirements of this solicitation, **attendance at this conference will be a prerequisite for submitting a proposal**. Proposals will only be accepted from those offerors that are represented at this preproposal conference. Attendance at the conference will be evidenced by the representative's signature on the attendance roster. No one will be admitted after the designated time.

Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

The Armstrong Complex is located directly across Main Street from Radford University's main campus and the exact location can be found by clicking here: [Radford University campus map](#).

- C. Potential Bidders may attend via teleconference in lieu of in person. Follow the instructions below to attend by teleconference:
  - a. **Join from PC, Mac, Linux, iOS or Android:** <https://radford.zoom.us/j/106625920>
  - b. **Join from a Telephone:**
    - Dial +1 408 638 0968
    - Enter Meeting ID 106625920

**XII. RFP ANTICIPATED SCHEDULE (Subject to change)**

- A. The schedule below provides the anticipated week ending date for several progress points within the RFP process, **all subject to change**. Note that the Proposal Due date and Pre-Proposal Conference date are exact dates, not a 'Week Ending' date.

<i>Action Item</i>	<i>Week Ending unless otherwise specified with exact date and time</i>
Issue RFP and Submit to Newspaper	August 28, 2018 (exact date)
Mandatory Pre-Proposal Conference Date	September 13, 2018 (exact date)
Proposals Due (see RFP page 2)	October 5, 2018 (exact date)
Proposal Evaluations to Procurement and Contracts	October 19, 2018
Response to Clarification Questions Due	October 26, 2018
Presentations (if required)	November 2, 2018
Subsequent Evaluations to Procurement and Contracts	November 9, 2018
Negotiations Begin	November 16, 2018
Notice of Award	December 1, 2018
Contract Award	December 1, 2018

**XIII. INVOICING AND PAYMENT:**

- A. The Contractor shall submit a fully itemized invoice that references the Radford University contract number, material description, quantities and unit prices, and Purchase Order number, if applicable. Invoices should be submitted on a monthly basis, dividing the agreed upon annual contract amount by twelve (12). Payment will be made thirty days after receipt of proper invoice for the amount of payment due, or thirty days after receipt of goods / services, whichever is later, in accordance with the [Commonwealth of Virginia Prompt Payment Act](#). Mail or Email Invoice(s) to:

**RADFORD UNIVERSITY  
ACCOUNTS PAYABLE  
POST OFFICE BOX 6906  
RADFORD, VA 24142-6906  
Email: acctspayable@radford.edu**

**XIV. ATTACHMENTS**

Attachments A-C: Informational and Compliance

Sample Contract

General Terms and Conditions

Special Terms and Conditions

Attachments D-I: To be completed and submitted by Offeror

Offeror Data Sheet

COVA W-9 Request for Taxpayer Identification

Number and Certification Form

SWaM Utilization Plan

Financial Proposal

RFP Response Checklist

Inspection Reports

VASCUPP Zone Map



**RFP R19-003 - Attachment A - SAMPLE CONTRACT****THIS PAGE FOR REFERENCE ONLY - DO NOT COMPLETE FOR RFP # R19-003 PROPOSALS****COMMONWEALTH OF VIRGINIA  
STANDARD CONTRACT**

Contract Number: Rxxxxx

This contract entered into this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by \_\_\_\_\_, located at (insert complete physical address), hereinafter called the "Contractor" and Commonwealth of Virginia, **Radford University**, called the "Purchasing Agency, located at 801 East Main Street, Radford, VA. 24142."

- I. **WITNESSETH** that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements contained, agree as follows:
- II. **SCOPE OF WORK:** The Contractor shall provide the goods/services to the Purchasing Agency as set forth in the Contract Documents.
- III. **TERM OF CONTRACT:** From \_\_\_\_\_ through \_\_\_\_\_ with \_\_\_\_\_ **(1) year renewal options or as negotiated, to include all contractual provisions contained herein.**
- IV. **THE CONTRACT DOCUMENTS SHALL CONSIST OF:**
  - A. This signed form (Radford University Commonwealth of Virginia's Standard Contract inclusive of Commonwealth of Virginia General Terms and Conditions-Radford University and Special Terms and Conditions.
  - B. Radford University's Request for Proposal (RFP) Rxx-xxx dated \_\_\_\_\_, Addendum xxx dated \_\_\_\_\_ **(list all addendums in this format).** (Attachment A);
  - C. Contractor's Proposal signed and dated \_\_\_\_\_ (Attachment B);
  - D. Contractor's supplemental contract correspondence (Attachment C); (e.g., clarification and negotiation points) dated as follows:
    1. **(list each document by title and execution date)**
  - E. This Standard Contract identifies terms as negotiated and as agreed by both parties. In the event there is a conflict between the Standard Contract, Request for Proposal # Rxx-xxx, the Contractor's Proposal or Negotiation/Clarification points, the Standard Contract shall prevail.
- V. **FINANCIAL CONSIDERATIONS:**
- VI. **CONTRACT ADMINISTRATION:** **[Include CA Special Term listing CA title with all contact information.]**
- VII. **COMMONWEALTH OF VIRGINIA GENERAL TERMS AND CONDITIONS:**
- VIII. **SPECIAL TERMS AND CONDITIONS:** **(Insert all applicable T/C's from the template located on the Procurement forms folder.)**
- IX. **GOVERNING RULES:** This Contract is governed by the provisions of the Restructured Higher Education Financial and Administrative Operations Act, Chapter 4.10 (§23-38-88 et seq.) of Title 23 of the Code of Virginia, and in particular § 23-38.90 of



**IN WITNESS WHEREOF**, the parties have caused this Contract to be duly executed intending to be bound thereby.

<b>CONTRACTOR:</b>	<b>RADFORD UNIVERSITY</b>
Print Name: _____	Print Name: _____
Title: _____	Title: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

**RFP R19-003 - Attachment B - General Terms and Conditions-Mandatory**

Radford University mandatory General Terms and Conditions are incorporated into this Request for Proposal by reference. It is the Offeror's responsibility to access the document by clicking on the link below. These terms and conditions are deemed mandatory for each solicitation issued by Radford University. The Offeror agrees to these mandatory General Terms and Conditions.

**[RADFORD UNIVERSITY GENERAL TERMS AND CONDITIONS](#)**

**RFP R19-003 - Attachment C****Preferred - Special Terms and Conditions****SPECIAL TERMS AND CONDITIONS – RADFORD UNIVERSITY**

1. **ACCEPTANCE PERIOD:** Any bid/proposal submitted in response to this solicitation shall be valid for (180) days. At the end of the (180) days, the bid/proposal may be withdrawn at the written request of the bidder/Offeror. If the bid/proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is canceled.
2. **ADDITIONAL GOODS AND SERVICES:** The University may acquire other goods and services that the supplier provides than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services as negotiated under the same terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services that are newly introduced during the term of this contract. Such additional goods and services will be provided to the University at favored nations pricing. The exact pricing of these good and services will be determined at the time of procurement.
3. **ASBESTOS:** Whenever and wherever during the course of performing any work under this contract, the Contractor discovers the presence of asbestos or suspects that asbestos is present, he shall stop the work immediately, secure the area, notify the building owner and await positive identification of the suspect material. During the downtime in such a case, the Contractor shall not disturb any surrounding surfaces but shall protect the area with suitable dust covers. In the event the Contractor is delayed due to the discovery of asbestos or suspected asbestos, then a mutually agreed extension of time to perform the work shall be allowed the Contractor but without additional compensation due to the time extension.
4. **CODES AND STANDARDS:** All materials, equipment, and installation work shall be in compliance with specifications contained herein and all applicable codes and standards to include the Virginia Uniform Statewide Building Codes.
5. **COMMUNICATIONS:** Communications regarding this Request for Proposals (RFP) shall be formal from the date of issue until either a Contractor has been selected or the University Procurement and Contracts Department rejects all proposals. Formal communications shall be directed to the University Procurement and Contracts Department. Informal communications including but not limited to, request for information, comments or speculations, regarding this RFP to any University employee other than a Procurement and Contracts Department representative may result in the offending Offeror's proposal being rejected.
6. **CONTINUITY OF SERVICES:**
  - A. The Contractor recognizes that the services under this contract are vital to the University and must be continued without interruption and that, upon contract expiration, a successor, either the University or another Contractor, may continue them. The Contractor agrees:
    - i. To exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor;

9. **CONTRACTOR REGISTRATION:** If a contract for construction, removal, repair or improvement of a building or other real property is for \$120,000 or more, or if the total value of all such contracts undertaken by bidder/offeror within any 12-month period is \$750,000 or more, the bidder/offeror is required under Title 54.1-1100, *Code of Virginia* (1950), as amended, to be licensed by the State Board of Contractors a "CLASS A CONTRACTOR." If such a contract is for \$10,000 or more but less than \$120,000, or if the total value of all such contracts undertaken by bidder/offeror within any 12-month period is between \$150,000 or more, but less than \$750,000 or more, the bidder is to be licensed as a "CLASS B CONTRACTOR." If such a contract is for \$1,000 or more but less than \$10,000, or if the Contractor does less than \$150,000 in business in a 12-month period, the bidder/offeror is required to be licensed as a "CLASS C CONTRACTOR." The board shall require a master tradesman license as a condition of licensure for electrical, plumbing and heating, ventilation and air conditioning Contractors. The bidder/offer shall place on the outside of the envelope containing the bid/proposal and shall place in the bid/proposal over his signature whichever of the following notations is appropriate, inserting his Contractor license number:

Licensed Class A Virginia Contractor No.: \_\_\_\_\_ Specialty: \_\_\_\_\_

Licensed Class B Virginia Contractor No.: \_\_\_\_\_ Specialty: \_\_\_\_\_

Licensed Class C Virginia Contractor No.: \_\_\_\_\_ Specialty: \_\_\_\_\_

If the bidder/offeror shall fail to provide this information on his bid/proposal or on the envelope containing the bid/proposal and shall fail to promptly provide said Contractor license number to the University in writing when requested to do so before or after the opening of the bid/proposal, he shall be deemed to be in violation of § 54.1-1115 of the *Code of Virginia* (1950) as amended, and his bid/proposal will not be considered.

If the bidder/offer fails to provide the required license as requested by the University within a specific period of time, the bid/proposal shall not be considered for further evaluation.

**10. CONTRACTOR'S TITLE TO MATERIALS:** No materials or supplies for the work shall be purchased by the Contractor or by any subcontractor subject to any chattel mortgage or under a conditional sales or other agreement by which an interest is retained by the seller. The Contractor warrants that he has clear title to all materials and supplies for which he invoices for payment.

**11. DELIVERY AND STORAGE:** It shall be the responsibility of the Contractor to make all arrangements for delivery, unloading, receiving and storing materials in the building during installation. The University will not assume any responsibility for receiving these shipments. Contractor shall check with the University and make necessary arrangements for security and storage space in the building during installation.

**12. FINAL INSPECTION:** At the conclusion of the work, the Contractor shall demonstrate to the authorized University's representative that the work is operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the Contractor at the Contractor's sole expense prior to final acceptance of the work.

**13. IDENTIFICATION OF PROPOSAL ENVELOPE:** The signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

**From:**

<b>Name of Offeror:</b>	<b>RFP# R19-003</b>
<b>Address:</b>	<b>Due Date:</b> October 5, 2018 <b>Time:</b> 3:00 PM
	<b>RFP Title:</b> Elevator Preventive Maintenance & Repair Services
<b>City, State, Zip Code</b>	<b>Name of Contract Officer:</b> Jeff Groseclose

This envelope should be addressed as directed on the Request for Proposal Cover Sheet of this solicitation. If a proposal not contained in the special envelope is mailed, the offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other offers should be placed in the envelope.

**14. INDEMNIFICATION:** Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature furnished by the Contractor,

provided that such liability is not attributable to the sole negligence of the using agency or to failure of the issuing agency to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, goods or equipment delivered.

- 15. KEYS:** If the Contractor is given keys to University property (ies) for this project, it is the Contractor's responsibility to return the keys when the contract is terminated, as well as for safekeeping of the keys during the contract period. The Contractor shall not loan or duplicate the keys. In the event the Contractor loses the keys, the Contractor will be charged for the replacement of the keys and any locks which are required to be rekeyed or replaced inclusive of material and labor costs incurred by the University.
- 16. LABELING OF HAZARDOUS SUBSTANCES:** If the items or products requested by this solicitation are "Hazardous Substances" as defined by [§ 1261 of title 15](#) of the United States Code (U.S.C.) or "Pesticides" as defined in [§ 136 of Title 7](#) of the United States Code; then the bidder/offeror, by submitting his bid/proposal, certifies and warrants that the items or products to be delivered under this contract shall be properly labeled as required by the foregoing sections and that by delivering the items as products the bidder/offeror does not violate any of the prohibitions of [Title 15 U.S.C. § 1263](#) or [Title 7 U.S.C. § 136](#)
- 17. LICENSE/REGISTRATION:** The Contractor shall possess and maintain through the period of the contract performance, all licenses required by Federal or Commonwealth of Virginia Laws or Regulations for the performance of any and all work required by this contract. Contractor shall provide written proof of licensing/registration when requested by the University.
- 18. MAINTENANCE MANUALS:** The Contractor shall provide with each piece of equipment an operations and maintenance manual with wiring diagrams, parts list, and a copy of all warranties.
- 19. SAFETY DATA SHEETS:** Safety Data Sheets (SDS), formatted to conform to the Globally Harmonized System and descriptive literature shall be provided with the bid/proposal for each chemical and/or compound offered. Failure on the part of the bidder/offeror to submit such data sheets may be cause for declaring the bid/proposal as nonresponsive.
- 20. ORDER PLACEMENT:** The University does not place verbal orders for Goods and Services. The University may only place orders for Goods and Services by issuing a formal written Purchase Order in advance delivery of Goods and Services. If the Contractor provides Goods and Services prior to receipt of a formal written Purchase Order or incurs costs in excess of authorized purchase order fee amounts, it does so at its own risk.
- 21. PARKING POLICY:** All Contractors' vehicles parked on the Radford University campus must be registered with the Radford University Parking Services Department and display a valid Contractor's parking pass. A pass may be obtained by filling out an application for a Radford University Contractor's Parking Pass and submitting it to the Radford University Parking Services Department. Contractors should be aware that vehicles parked on the Radford University campus without a parking pass or permit are subject to ticketing and fines. Operating vehicles on sidewalks, plazas, and areas heavily occupied by pedestrians is prohibited. In the unlikely event a driver should find it necessary to drive on Radford University sidewalks, plazas and areas heavily used by pedestrians, the driver must yield to pedestrians. For a complete list of parking regulations, please go to <http://parking.asp.radford.edu/>. Radford University Parking Services may also be contacted by calling (540) 831-6361. The safety of our students, faculty and staff is of paramount importance to us. Accordingly, violators may be charged.
- 22. PUBLIC POSTING OF COOPERATIVE CONTRACTS:** Radford University maintains a web-based contract database with a public gateway access. Any resulting cooperative contract(s) to this solicitation will be posted to the publicly accessible website. Contents identified as proprietary information will not be made public.

**23. REFERENCES:** Bidder shall provide a list of at least four (4) references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person and telephone number.

**24. RENEWAL OF CONTRACT:** This contract may be renewed by the University for three (3) successive one-year periods, or as negotiated, under the terms and conditions of the original contract except as stated in A. and B. below. Price increases may be negotiated only at the time of renewal. Written notice of the University's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.

- A. If the University elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one-year shall not exceed the contract price(s) of the original contract increased/decreased by more than the percentage increase/decrease of the **"services"** category of the Consumer Price Index for All Urban Consumers (Current Series) <CPI-U> released by the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
- B. If during any subsequent renewal periods, the University elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the **"services"** category of the Consumer Price Index for All Urban Consumers (Current Series) released by the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

**25. SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:**

- It is the goal of the Commonwealth that 42% of its purchases are made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All potential bidders/offerors are required to submit a Small Business Subcontracting Plan. Unless the bidder/offeror is registered as a DSBSD-certified small business and where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the Contractor is encouraged to offer such subcontracting opportunities to DSBSD-certified small businesses. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification. No bidder/offeror or subcontractor shall be considered a Small Businesses, a Women-Owned Business or a Minority-Owned Businesses unless certified as such by the Department of Small Business and Supplier Diversity (DSBSD) by the due date for receipt of bids or proposals. If a small business subcontractors are used, the prime Contractor agrees to report the use of small business subcontractors by providing the purchasing office at a minimum the following information: name of small business with the DSBSD certification number or FEIN, phone number, total dollar amount subcontracted, category type (small, women-owned, minority-owned), and type of product/service provided. **This information shall be submitted to: Radford University Procurement and Contracts Office, ATTN: SWAM Subcontracting Compliance, Post Office Box 6885, Radford, Virginia 24142.**
- Each prime Contractor who wins an award in which the provision of a small business subcontracting plan is a condition of the award, shall deliver to the University with every request for payment, evidence of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the small business subcontracting plan. **This information shall be submitted to: Radford University Procurement and Contracts Office, ATTN: SWAM Subcontracting Compliance, Post Office Box 6885, Radford, Virginia 24142.** When such business has been



subcontracted to these firms and upon completion of the contract, the Contractor agrees to furnish the purchasing office at a minimum the following information: name of firm with the DSBSD certification number of FEIN number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product or service provided. Payment(s) may be withheld until compliance with the plan is received and confirmed by the University. The University reserves the right to pursue other appropriate remedies to include but not be limited to, termination for default.

- Each prime Contractor who wins an award valued over \$200,000 shall deliver to the University with every request for payment, information on use of subcontractors that are not DSBSD-certified small businesses. When such business has been subcontracted to these firms and upon completion of the contract, the Contractor agrees to furnish the purchasing office at a minimum the following information: name of firm, phone number, FEIN number, total dollar amount subcontracted, and type of product or service provided. **This information shall be submitted to: Radford University Procurement and Contracts Office, ATTN: SWAM Subcontracting Compliance, Post Office Box 6885, Radford, Virginia 24142.**

**26. SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the University. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assume compliance with all requirements of the contract.

**27. TRANSPORTATION AND PACKAGING:** By submitting their (bids/proposals), all (bidders/offerors) certify and warrants that the price offered for FOB Destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.

**28. WARRANTY (COMMERCIAL):** The Contractor agrees that the goods or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the Contractor gives any customer for such goods or services and that the rights and remedies provided therein are in addition to and do not limit those available to the University by any other clause of this solicitation. A copy of this warranty should be furnished with the bid/proposal.

**29. WORK SITE DAMAGES:** Any damage to existing utilities, equipment of finished surfaces resulting from the performance of this contract shall be repaired to the University's satisfaction at the Contractor's expense.

**RFP R19-003 - Attachment D - Offeror Data Sheet**

Attachment D is to be completed and submitted by the Offeror as part of a complete Proposal.

\*Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your offer nonresponsive.

**Qualifications:**

The Offeror must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

**Vendor's Primary Contact for this RFP:****NAME:****TITLE:****PHONE:****EMAIL:****Years in Business:**

Indicate the length of time the Offeror's company has been in business providing the type of good or service to the type of customer detailed in this RFP:

**YEARS:****MONTHS:**

**References:** Indicate below a listing of at least four (4) current or recent accounts (educational, commercial or governmental) that your company is servicing, has serviced, or has provided similar goods/services. Include the length of service and the name, address and telephone number of the point of contact. The Contact should be knowledgeable about the design, implementation, training, and service the Offeror's company provided to the referenced company.

<b>1) Company:</b>	<b>Contact Name and Title:</b>
<b>Phone:</b> (    )	<b>Email:</b>
<b>Fax:</b> (    )	
<b>Project:</b>	
<b>Dates of Service:</b>	<b>\$ Value:</b>
<b>2) Company:</b>	
<b>Contact Name and Title:</b>	
<b>Phone:</b> (    )	<b>Email:</b>
<b>Fax:</b> (    )	
<b>Project:</b>	
<b>Dates of Service:</b>	<b>\$ Value:</b>

<b>3) Company:</b>	<b>Contact Name and Title:</b>
<b>Phone:</b> (    )	<b>Email:</b>
<b>Fax:</b> (    )	
<b>Project:</b>	
<b>Dates of Service:</b>	<b>\$ Value:</b>
<b>4) Company:</b>	<b>Contact Name and Title:</b>
<b>Phone:</b> (    )	<b>Email:</b>
<b>Fax:</b> (    )	
<b>Project:</b>	
<b>Dates of Service:</b>	<b>\$ Value:</b>

**LOST ACCOUNTS:** If you have lost accounts in the past (12) twelve months please indicate below providing the reasons as to why.

<b>5) Company:</b>	<b>Contact Name and Title:</b>
<b>Phone: (    )</b>	<b>Email:</b>
<b>Fax:    (    )</b>	
<b>Project:</b>	
<b>Dates of Service:</b>	<b>\$ Value:</b>
<b>6) Company:</b>	<b>Contact Name and Title:</b>
<b>Phone: (    )</b>	<b>Email:</b>
<b>Fax:    (    )</b>	
<b>Project:</b>	
<b>Dates of Service:</b>	<b>\$ Value:</b>

**RFP R19-003 - Attachment E****COVA W-9 Request for Taxpayer Identification Number and Certification**

Effective February 1, 2016 Radford University began using the Commonwealth of Virginia's new financial management system, Cardinal, with which the University is required to interface. Within Cardinal, a statewide vendor table has been created to establish a single vendor database for the Commonwealth. As a result, the Commonwealth Vendor Group (CVG) was created to keep up to date vendor records and to ensure all vendor data is managed uniformly and consistently.

All vendors must be properly established Virginia's eProcurement Portal, eVA, for the purchase of goods and services. Vendors are encouraged to become self-registered with eVA prior to doing business with Radford University. Please visit the eProcurement Portal for additional information at the following link <https://eva.virginia.gov/pages/eva-i-sell-to-virginia.htm> . A vendor will be required to submit a W9 to eVA when they register. The Commonwealth of Virginia has a [Substitute W-9 \(COVA W-9\)](#) that is required in lieu of the IRS W-9 form for each individual who is a US citizen or US resident alien and from each corporation, company, partnership, or association created or organized in the US or under the US laws. The COVA W-9 requires additional information that is needed by the CVG to ensure the vendor is properly established in Cardinal. Once a vendor is established in eVA their information will be integrated into Cardinal. *\*Updated by Kim McKinney, RU Accounting Services\_ 2.24.2017.*

**Please note the COVA W-9 should be completed by the vendor and returned with their proposal as directed in the RFP.**

**RFP R19-003 - Attachment F - SWaM Utilization Plan**

Attachment F, Table A is to be completed and submitted by the Offeror as part of a complete Proposal.

- A. Table A - Complete the SWaM Utilization Plan table below and submit with Proposal. See [www.sbsd.virginia.gov](http://www.sbsd.virginia.gov) for additional information on DSBSD certification.

<b>SWaM Vendor Name, Address, Phone</b>	<b>Virginia DSBSD Certification # and Expiration</b>	<b>Knowledgeable Contact Name, Title, Email</b>	<b>Goods/Services to be Provided</b>	<b>\$ Planned Spend and % of Total \$</b>

**\*This information will be used to determine percentage of points assigned to Evaluation Criteria if Offeror is not a DSBSD SWaM certified vendor.**

- B. Table B is not to be completed for the proposal. If a contract is awarded, the contractor shall provide the below quarterly report to Radford University's Director of Strategic Sourcing and Supplier Diversity detailing the small business utilization actual spending. The quarterly report will be due the first week of the subsequent month for each quarter year, consisting of Jan-Mar, Apr-Jun, Jul-Sep, and Oct-Dec. The report must be submitted to the following address (email preferred):

Radford University  
Director of Strategic Sourcing and Supplier Diversity  
POB 6885  
Radford, Virginia 24142  
amah@radford.edu

Table B is on the following page for reference only – do not complete the Quarterly SWaM Subcontractor Expenditure Reporting Form as part of the proposal.

Radford University

Quarterly SWaM Subcontractor Expenditure Reporting Form

The subcontractor expenditure information provided on this form will be submitted in an electronic dashboard on behalf of Radford University to the Virginia Department of Small Business and Supplier Diversity (DSBSD). Provide all information requested for actual expenditures for the monthly billing period.

Reporting Period: Fiscal Year \_\_\_\_\_ Quarter Ended \_\_\_\_\_

Prime Contractor Information: Complete one form for each Prime Contractor

Company Name:

Company Address:

Company Contact:

Company Tax ID:

RU Contract/Project ID

Subcontracting Expenditures: The amount paid by prime contractors to DSBSD-certified SWaM business for work directly traceable to the fulfillment of a contract or project with Radford University.

Table B:

Subcontractor Name	Subcontractor Tax ID	Category * (MB/WB/SB)	Subcontractor Dollar Amount	DSBSD Certification Number

\* Category: (MB) Minority Business, (WB)Women-owned Business, and (SB) Small Business.  
(Attach additional pages if necessary)

Summary of Expenditures by SWaM Category

Total Subcontracting Amount with Minority Businesses (MB)	Total Subcontracting Amount with Women-owned Business (W)	Total Subcontracting Amount with Small Business (SB)

Submitted by:

Title:

Telephone:

Name:

Signature

Title



**RFP R19-003 - Attachment G - Financial Proposal**

Attachment G is to be completed and submitted by the Offeror as part of a complete Proposal. Offerors shall identify **all** costs associated with providing the services as specified in this document.

- 1) Offerors should submit a fee structure as described in section VIII.B.5 of this document associated with goods or services proposed to fulfill requirements as described in this document. See section VIII.B.5 for complete details and requirements for Financial Proposal.
- 2) Indicate allowed discounts for payment terms less than n30 days.

**FINANCIAL PROPOSAL:**

\*Note: The Financial Proposal may be applied to the Offeror's form/template and included in their proposal, but should include all aspects of Section VIII.B.5.

**A. Annual Price – Elevator Preventive Maintenance**

Item	Elevator Location	Type	Make	Year Installed	Annual Price
1.	Bolling Hall	Hydraulic	ThyssenKrupp	2015	\$
2.	Center for the Sciences	Machine Roomless Traction (Passenger)	ThyssenKrupp	2015	\$
3.	Center for the Sciences	Machine Roomless Traction (Passenger)	ThyssenKrupp	2015	\$
4.	CHBS Building	Machine Roomless Traction (Passenger)	Kone	2016	\$
5.	CHBS Building	Machine Roomless Traction (Passenger)	Kone	2016	\$
6.	CHBS Building	Machine Roomless Traction (Passenger)	Kone	2016	\$
7.	Cook Hall	Hydraulic	Otis	1998	\$
8.	Cupp Stadium	Hydraulic	ThyssenKrupp	2001	\$
9.	Curie Hall <sup>1</sup>	Hydraulic	ThyssenKrupp	2012	\$
10.	Dalton Hall	Hydraulic (Passenger)	Dover	1991	\$
11.	Dalton Hall	Hydraulic (Freight)	Otis	2015	\$
12.	Dalton Hall	Hydraulic (Passenger)	United	2004	\$
13.	Davis Hall	Hydraulic	U.S. Elevator	1988	\$
14.	Dedmon Center	Hydraulic	Westinghouse	1980	\$
15.	Draper Hall	Hydraulic	ThyssenKrupp	2016	\$

Item	Elevator Location	Type	Make	Year Installed	Annual Price
16.	Floyd Hall•	Hydraulic	Dominion	2002*	\$
17.	Heth Hall	Hydraulic	Dominion	1973	\$
18.	Hurlburt Student Center	Hydraulic	Cemco	2005	\$
19.	Ingles Hall	Hydraulic	Dover	1996	\$
20.	Jefferson Hall	Hybrid (Hydraulic/Traction)	Dominion	1967	\$
21.	Kyle Hall	Hydraulic	Schindler	2012	\$
22.	Kyle Hall	Hydraulic	Schindler	2012	\$
23.	Madison Hall	Hybrid (Hydraulic/Traction)	Dominion	1967	\$
24.	Martin Hall	Hydraulic	Dover	1995	\$
25.	McConnell Library	Hydraulic	Imperial	1965	\$
26.	McConnell Library	Hydraulic	Otis	1994	\$
27.	McConnell Library	Hydraulic	Otis	1995	\$
28.	McGuffey Hall	Hydraulic	Dover	1995	\$
29.	Moffett Hall	Hybrid (Hydraulic/Traction)	Virginia Control	2012	\$
30.	Moffett Hall	Hybrid (Hydraulic/Traction)	Virginia Control	2012	\$
31.	Muse Hall B Wing	Hydraulic	Dover	1970	\$
32.	Muse Hall C Wing	Hydraulic	Dover	1970	\$
33.	Muse Hall Main Lobby	Machine Roomless Traction (Passenger)	Schumacher	2017	\$
34.	Muse Hall Main Lobby	Machine Roomless Traction (Passenger)	Schumacher	2017	\$
35.	Muse Hall Main Lobby	Machine Roomless Traction (Passenger)	Schumacher	2017	\$
36.	Muse Hall Main Lobby	Machine Roomless Traction (Passenger)	Schumacher	2017	\$
37.	Muse Hall Kitchen	Hydraulic	Schumacher	2017	\$
38.	Norwood Hall	Hydraulic	Dover	1985	\$
39.	Peery Hall•	Hydraulic	Dominion	2003*	\$

Item	Elevator Location	Type	Make	Year Installed	Annual Price
40.	Peters Hall	Hydraulic	Elevator Tech	1990	\$
41.	Pocahontas Hall	Hydraulic	ThyssenKrupp	2015	\$
42.	Porterfield Hall	Hydraulic (Freight)	Dover	1971	\$
43.	Porterfield Hall	Hydraulic (Stage Lift)	Dover	1971	\$
44.	Porterfield Hall East	Hydraulic	Dover	1982	\$
45.	Preston Hall	Hydraulic (Organ Lift)	Monarch	1957	\$
46.	Russell Hall	Hydraulic	Dover	1985	\$
47.	SELU	Hydraulic	Concord	2006	\$
48.	Stuart Hall♦	Hydraulic	Dominion	2004*	\$
49.	Student Recreation & Wellness Center	Hydraulic	ThyssenKrupp	2014	\$
50.	Tyler Hall	Hydraulic	Dover	1994	\$
51.	Trinkle Hall♦	Hydraulic	Dominion	2005*	\$
52.	Waldron Hall	Hydraulic	Dover	2000	\$
53.	Walker Hall	Hydraulic	Dover	1994	\$
54.	Washington Hall	Hydraulic	Dominion	1967	\$
55.	Whitt Hall	Hydraulic	ThyssenKrupp	2017	\$
56.	Young Hall	Hydraulic	Westinghouse	1982	\$
57.	Covington Hall	Hydraulic (Wheelchair Lift)	Concord	2008	\$
	<b>GRAND TOTAL SUM – ANNUAL PRICE</b>				\$

**B. Labor Rate for Repairs Not Covered Under Preventive Maintenance Requirements:**

Description	Regular Time Price per Hour	Overtime Price per Hour
1. Mechanic	\$	\$
2. Assistant Mechanic	\$	\$

**C. Repair Parts Not Covered Under Preventive Maintenance Requirements:**

Percentage Discount:	%
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<sup>i</sup> Elevator will be back online Fall 2019.

♦Single Bottom Jack.

\*Elevators installed in 1965, upgraded in year indicated.

**RFP R19-003 - Attachment H - RFP Response Checklist**

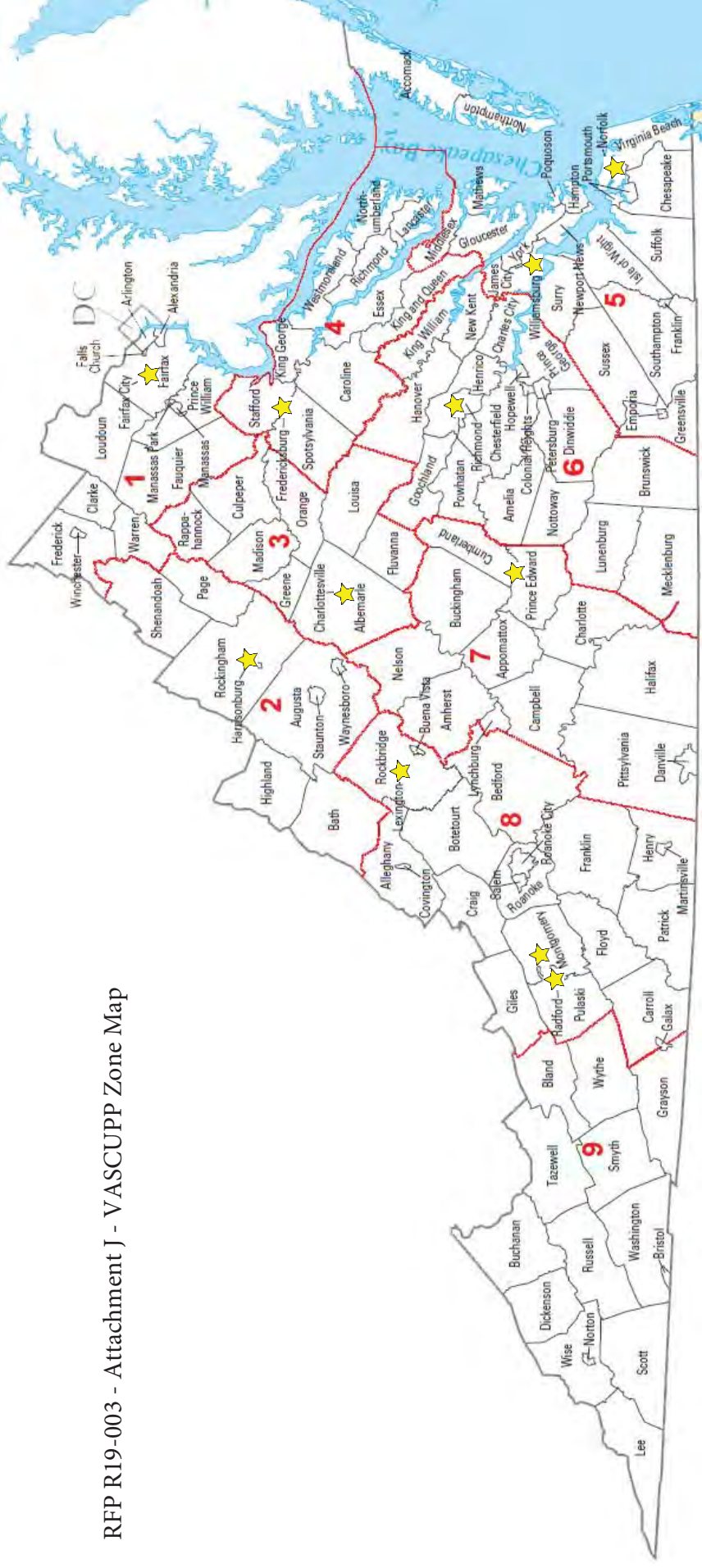
**The following items that are checked, are required as part of your RFP submission.**

- ☐ Completed and Signed Legal Name, Address and additional information, inside cover sheet (Page \_\_)
- ☐ Detailed RFP Response per Section VIII, Proposal Preparation and Submission
- ☐ Acknowledge of Addendum(s) to RFP
- ☐ Attachment D – Offeror Data Sheet
- ☐ Attachment E – COVA W9
- ☐ Attachment F - SWaM Utilization Plan
- ☐ Attachment G – Financial Proposal
- ☐ Certificate of Insurance
- ☐ Contractor's License

**RFP R19-003 - Attachment I - Inspection Reports**

**Annual Inspection Reports are included as an Attachment to RFP R19-003 as a separate document.**

## RFP R19-003 - Attachment J - VASCUPP Zone Map



## Virginia Association of State College &amp; University Purchasing Professionals (VASCUPP)

## List of member institutions by zones

<b><u>Zone 1</u></b> George Mason University (Fairfax)	<b><u>Zone 2</u></b> James Madison University (Harrisonburg)	<b><u>Zone 3</u></b> University of Virginia (Charlottesville)
<b><u>Zone 4</u></b> University of Mary Washington (Fredericksburg)	<b><u>Zone 5</u></b> College of William and Mary (Williamsburg) Old Dominion University (Norfolk)	<b><u>Zone 6</u></b> Virginia Commonwealth University (Richmond)
<b><u>Zone 7</u></b> Longwood University (Farmville)	<b><u>Zone 8</u></b> Virginia Military Institute (Lexington) Virginia Tech (Blacksburg) Radford University (Radford)	<b><u>Zone 9</u></b>





**Addendum No. 1**  
**September 12, 2018**

**TO ALL OFFERORS:**

Reference:	R19-003
Title:	Elevator Preventive Maintenance and Repair Services
Dated:	August 28, 2018
For Delivery To:	RADFORD UNIVERSITY Procurement and Contracts David E. Armstrong Complex 501 Stockton Street Radford, Virginia 24142-6885
Original Proposal Due Date/Time:	October 5, 2018 (Changing to October 19, 2018)
Pre-Proposal Conference to be Held:	September 26, 2018 at 1:30 PM

**Amendments:**

1. **Section IX.B** shall be changed to read as follows:

A **mandatory preproposal conference** will be held on **September 26, 2018 at 1:30 PM** at the **Armstrong Complex located at 501 Stockton Street, Radford, VA 24142 in the Procurement and Contracts Conference Room (Room 231)**. The purpose of this conference is to allow potential offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation. This conference is only for those offerors who attended the previously held mandatory site visits

Due to the importance of all offerors having a clear understanding of the specifications/scope of work and requirements of this solicitation, **attendance at this conference will be a prerequisite for submitting a proposal**. Proposals will only be accepted from those offerors that are represented at this preproposal conference and the previously held mandatory site visits. Attendance at the conference will be evidenced by the representative's signature on the attendance roster. No one will be admitted after the designated time.

Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

The Armstrong Complex is located directly across Main Street from Radford University's main campus and the exact location can be found by clicking here: [Radford University campus map](#).

2. Sealed Proposal Due Date/Time shall be changed to read as follows:

**SEALED PROPOSALS DUE DATE/TIME:** October 19, 2018 up to and including 3:00 PM Eastern Daylight Savings Time

3. Deadline for written questions/inquiries shall be changed to read as follows:

**QUESTIONS/INQUIRIES:** All inquiries for information shall be directed to: Jeff Groseclose at [jbgrosec@radford.edu](mailto:jbgrosec@radford.edu) or 540-831-5634. Written questions must be submitted no later than close of business October 1, 2018

4. **Section II.B, Specific Background** shall be changed to read as follows:

**B. Specific Background:** The University currently has fifty-four (54) elevators and three (3) lift elevators that require full maintenance and repair services (see elevator listing, Financial Proposal, Attachment G). The University will remove and add elevators as campus buildings are being renovated or as new buildings are completed and new elevators are put in service. We house students with wheelchair or other disabilities, which makes it imperative that all the elevators remain in working condition at all times.

1. The Contractor is responsible for repairs to the elevators which includes obsolete or outdated parts. We have several elevators that are older and some repair parts may have to be fabricated or alternate parts located to keep the elevator in working order. The Contractor should be responsible for all costs (parts and labor) which should be included in the elevator yearly costs unless otherwise noted by Offeror in their proposal response.
2. The average full maintenance spend over the previous five-year period is estimated at \$84,000 annually. Our current contractor is ThyssenKrupp Elevator Corporation.

5. **Attachment G – Financial Proposal, Section A. Annual Price – Elevator Preventive Maintenance** shall be changed to read as follows:

#	Building Name	Type	Company / Year Installed		Controller / Year Installed		Power Unit/ Year Installed		Annual Price
1	Bolling Hall	Hydraulic	ThyssenKrupp	2015	TKE - TAC32	2015	ThyssenKrupp	2015	\$
2	Center for the Sciences	Machine Roomless (MRL) Traction (Passenger)	ThyssenKrupp	2015	TKE - TAC5004	2015	ThyssenKrupp	2015	\$
3	Center for the Sciences	Machine Roomless (MRL) Traction (Passenger)	ThyssenKrupp	2015	TKE - TAC5004	2015	ThyssenKrupp	2015	\$
4	CHBS Building	Machine Roomless (MRL) Traction (Passenger/Freight)	Kone	2016	Kone 16L	2016	Kone	2016	\$
5	CHBS Building	Machine Roomless (MRL) Traction (Passenger)	Kone	2016	Kone 16L	2016	Kone	2016	\$
6	CHBS Building	Machine Roomless (MRL) Traction (Passenger)	Kone	2016	Kone 16L	2016	Kone	2016	\$
7	Cook Hall	Hydraulic	Otis	1998	Otis 211	1998	Otis	1998	\$
8	Cupp Stadium	Hydraulic	ThyssenKrupp	2001	Dover DMC	2001	Dover	2001	\$
9	Curie Hall*	Hydraulic	ThyssenKrupp	2012	MCE H4000	2012	ThyssenKrupp	2012	\$
10	Dalton Hall (Bookstore)	Hydraulic (Passenger)	Dover	1991	Dover DMC	1991	Dover	1991	\$
11	Dalton Hall (Kitchen)	Hydraulic (Freight)	Otis	2015	MCE 4000	2015	Minnesota Pump	2015	\$
12	Dalton Hall (Post Office)	Hydraulic (Passenger)	United	2004	Northern	2004	Northern	2004	\$
13	Davis Hall	Hydraulic	U.S. Elevator	1988	MCE	2008	U.S. Elevator	2008	\$

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14	Dedmon Center	Hydraulic	Westinghouse	1980	Westinghouse	1980	Westinghouse	1980	\$	
15	Draper Hall	Hydraulic	ThyssenKrupp	2016	TKE - TAC32	2016	ThyssenKrupp	2016	\$	
16	Floyd Hall ***	Hydraulic	Dominion	1965	ECI	2002	ThyssenKrupp	2002	\$	
17	Heth Hall	Hydraulic	ThyssenKrupp	2009	TKE - TAC20	2009	ThyssenKrupp	2009	\$	
18	Hurlburt Student Center	Hydraulic	Otis	2005	Otis 211	2005	Otis	2005	\$	
19	Ingles Hall	Hydraulic	Otis	1996	Otis 211	1996	Otis	1996	\$	
20	Jefferson Hall	Hybrid- Twin Rope (Hydraulic/Traction)	Cemco	1967	Otis 211	2011	Otis	2011	\$	
21	Kyle Hall	Hydraulic	Schindler	2012	Schindler-330A	2012	Schindler	2012	\$	
22	Kyle Hall	Hydraulic	Schindler	2012	Schindler-330A	2012	Schindler	2012	\$	
23	Madison Hall	Hybrid- Twin Rope (Hydraulic/Traction)	Cemco	1967	Otis 211	2011	Otis	2011	\$	
24	Martin Hall	Hydraulic	Dover	1995	Dover DMC	1995	Dover	1995	\$	
25	McConnell Library Section B**	Hydraulic	ThyssenKrupp	2018	TKE - TAC32	2018	ThyssenKrupp	2018	\$	
26	McConnell Library Section A (HCAP)	Hydraulic	Otis	1994	Otis - LRS3	1994	Otis	1994	\$	
27	McConnell Library Section C	Hydraulic	Dover	1995	Dover DMC	1995	Dover	1995	\$	
28	McGuffey Hall	Hydraulic	Dover	1995	Dover DMC	1995	Dover	1995	\$	
29	Moffett Hall	Hybrid Twin Post Roped (Hydraulic/Traction)	Virginia Control	2012	Virginia Control	2012	Semco	2012	\$	

30	Moffett Hall	Hybrid Twin Post Roped (Hydraulic/Traction)	Virginia Control	2012	Virginia Control	2012	Semco	2012	\$	
31	Muse Hall B Wing***	Hydraulic	Dover	1968	Potter & Brumfield	1968	Dover	1968	\$	
32	Muse Hall C Wing***	Hydraulic	Dover	1968	Potter & Brumfield	1968	Dover	1968	\$	
33	Muse Hall (Main Lobby)	Machine Roomless (MRL) Traction (Passenger)	Schumacher	2017	MCE	2017	Hoster Whitney	2017	\$	
34	Muse Hall (Main Lobby)	Machine Roomless (MRL) Traction (Passenger)	Schumacher	2017	MCE	2017	Hoster Whitney	2017	\$	
35	Muse Hall (Main Lobby)	Machine Roomless (MRL) Traction (Passenger)	Schumacher	2017	MCE	2017	Hoster Whitney	2017	\$	
36	Muse Hall (Main Lobby)	Machine Roomless (MRL) Traction (Passenger)	Schumacher	2017	MCE	2017	Hoster Whitney	2017	\$	
37	Muse Hall (Kitchen)	Hydraulic	Schumacher	2017	MCE	2017	Minnesota Pump	2017	\$	
38	Norwood Hall	Hydraulic	Dover	1985	Dover DNC	1985	Dover	1985	\$	
39	Peery Hall***	Hydraulic	Dominion	1965	ECI	2003	ThyssenKrupp	2003	\$	
40	Peters Hall	Hydraulic-Twing Post Jack (no ropes)	Elevator Tech	1990	ECI	2002	Minnesota Pump	1990	\$	
41	Pocahontas Hall	Hydraulic	ThyssenKrupp	2015	TKE - TAC32	2015	ThyssenKrupp	2015	\$	
42	Porterfield Hall (Freight)	Hydraulic	Dover	1971	Potter & Brumfield	1971	Dover	1971	\$	

43	Porterfield Hall (Stage Lift)	Hydraulic (3 pistons roped together)	Dover	1971	Potter & Brumfield	1971	Dover	1971	\$
44	Porterfield Hall East	Hydraulic	Dover	1982	Dover Solid State	1982	Dover	1982	\$
45	Preston Hall	Hydraulic (Organ Lift)	Monarch	1957	Monarch Constant Press.	1957	Monarch	1957	\$
46	Russell Hall	Hydraulic	Dover	1985	Wire Contact Relay	1985	Dover	1985	\$
47	SELU	LULA	Concord	2006	Concord	2006	Concord	2006	\$
48	Stuart Hall***	Hydraulic	Dominion	1965	GAL	2004	Minnesota Pump	2004	\$
49	Student Recreation & Wellness Center	Hydraulic	ThyssenKrupp	2014	TKE - TAC32	2014	ThyssenKrupp	2014	\$
50	Tyler Hall	Hydraulic	Dover	1994	Dover DMC	1994	Dover	1994	\$
51	Trinkle Hall***	Hydraulic	Dominion	1965	GAL	2005	Minnesota Pump	2005	\$
52	Waldron Hall	Hydraulic	Dover	2000	Dover DMC	2000	Dover	2000	\$
53	Walker Hall	Hydraulic	Dover	1982	LMH	1982	Dover	1982	\$
54	Washington Hall	Hydraulic	ThyssenKrupp	2010	TKE - TAC20	2010	ThyssenKrupp	2010	\$
55	Whitt Hall	Hydraulic	Dover	1984	TKE - TAC32	2017	ThyssenKrupp	2017	\$
56	Young Hall	Hydraulic	Westinghouse	1982	TKE - TAC20	2009	ThyssenKrupp	2009	\$
57	Covington Hall	Hydraulic (Wheelchair Lift)	Concord	2008	Concord	2008	Concord	2008	\$
<b>GRAND TOTAL SUM - ANNUAL PRICE</b>									<b>\$</b>

\*Elevator will be back online Fall 2019  
\*\* Elevator under warranty until November 2019  
\*\*\*Single Bottom Jack

Respectfully,

Jeff Groseclose  
Senior Contract Officer  
Email: jbgrosec@radford.edu

Note: A signed acknowledgement of this addendum must be received at the location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Name of Firm:	
Signature:	Title:
Print Name:	
Date:	

**Addendum No. 2****Date: October 18, 2018****TO ALL OFFERORS:**

<b>Reference:</b>	<b>R19-003</b>
<b>Title:</b>	<b>Elevator Preventive Maintenance and Repair Services</b>
<b>Dated:</b>	<b>August 28, 2018</b>
<b>For Delivery To:</b>	<b>RADFORD UNIVERSITY Procurement and Contracts David E. Armstrong Complex 501 Stockton Street Radford, Virginia 24142-6885</b>
<b>Original Bid Due Date/Time:</b>	<b>October 5, 2018 (Revised to November 9, 2018)</b>
<b>Pre-Bid Conference Held:</b>	<b>September 26, 2018 at 1:30 PM</b>

**Amendments:**

1. Sealed Proposal Due Date/Time shall be changed to read as follows:

**SEALED PROPOSALS DUE DATE/TIME:** November 9, 2018 up to and including 3:00 PM Eastern Daylight Savings Time

2. The following paragraph shall be added to section XI as XI.D:

**D. Optional Site Visit for Curie and McConnell:** Optional site visits will be allowed for Curie and McConnell only for offerors who attended both the previously held Mandatory Site Visit and the Mandatory Pre-proposal conference. **Offerors must contact Jeff Grosecl at [jbgrosec@radford.edu](mailto:jbgrosec@radford.edu) by the close of business on Friday, October 19, 2018 to request and schedule site visits, and site visits must be concluded by the close of business on Thursday, October 25, 2018.** Additional written questions will be accepted relating to these two elevators until the close of business on Friday, October 26, 2018. Personal protective equipment (PPE) will be required in Curie since it is an active construction site. Please wear closed-toe shoes, and bring hard hats and safety glasses.



**Clarification:**

1. Question: Are any hydraulic elevators still single bottom jack?

Radford University Response: Yes. See updated elevator list in Addendum 1. There are 6 total – Floyd, Peery, Trinkle, Stuart, Muse B Wing, and Muse C Wing. These are notated with 3 asterisks (\*\*\*) in Addendum 1.

2. Question: Are all elevators in CHBS on back-up generator?

Radford University Response: No.

3. Question: RFP document shows 55 elevators and 3 lifts, but inventory list only shows 57 total, which is correct?

Radford University Response: There are 54 elevators and 3 lifts. This was corrected in Addendum 1.

4. Question: Is there a known issue with an oil leak in the Dalton Hall freight elevator?

Radford University Response: Not that the university is aware of.

5. Question: Who installed new elevators in Muse Hall?

Radford University Response: They were installed by ThyssenKrupp in the summer of 2017.

6. Question: Do any elevators require proprietary diagnostic tools/equipment? If so, does the university own the tools or equipment?

Radford University Response: See the responses to question numbers 15 and 16 below.

7. Question: Who maintains the video displays over the Muse Hall Main Lobby elevators?

Radford University Response: Radford University

8. Question: How will obsolescence be addressed in this contract?

Radford University Response: See sections II.B.1., VII.A.4, and VIII.B.2.d. in the RFP; these sections explain that obsolescence will be addressed by offerors in their proposals.

9. Question: Who maintains / services card readers for elevators?

Radford University Response: Radford University

10. Question: What is the current contract pricing?

Radford University Response: The current contract is publicly available on [www.vascupp.org](http://www.vascupp.org). Search for contract number C-1400007 to find all contract documents, including all renewals and modifications. Be sure to review all documents for complete pricing information.

11. Question: Please provide any annual repair pricing not covered by current contract.

Radford University Response: **See attached spreadsheet called Attachment K.** It details spend during the previous three full fiscal years on elevators not covered under the Preventive Maintenance and Repair requirements in the current contract. A fiscal year for the University is July 1 – June 30. Note that this spend is covered under the current contract using the hourly labor rates and discount percentage on material.

12. Question: What is the date of the last full load, no load test, and pressure relief valve? What is the routine schedule?

Radford University Response: **See attached spreadsheet called Attachment L.** It shows the last inspection date of each inspection. Pressure/No Load tests are performed each December and periodic routine inspections are performed each June. Five-year safety & governor tests are performed when due and are indicated on the spreadsheet.

13. Question: How many service calls did you have for the months of June, July, and August of 2018?

Radford University Response: **See attached spreadsheet called Attachment M.** It shows all work orders created for elevator issues during the past 12 calendar months. Note that this information does not indicate the current contractor was called in outside of the established 16 hours per week for each work order, rather, some issues may have been cleared by University personnel or the current contractor corrected the issue during the established 16 hours per week. Per the University's current contractor, there were 18 callbacks with a total of 41 labor hours for service calls outside of the routine schedule from October 1, 2017 to September 28, 2018.

14. Question: What buildings do you have coming up for upgrades or new equipment?

Radford University Response: None that the university is aware of.

15. Question: Will the IMS or equivalent tool be made available to interface with the ThyssenKrupp TAC 50, 21, & 20?

Radford University Response: Yes. This is internal on all elevators except for the two elevators in the CFTS Building and a laptop will be provided for these.

16. Question: Will the SD card, USB drive, or equivalent memory device be made available to the contractor who is awarded the contract for the ThyssenKrupp elevator equipment?

Radford University Response: Yes, the appropriate memory device will be on site.

17. Question: Does the University wish to keep the elevator being renovated at Curie Hall and the elevator being replaced at McConnell Library on the RFP? Will additional site visits be allowed?

Radford University Response: Yes, we wish to keep these on the RFP list. There is enough information provided to get a good price. Yes, additional site visits to these elevators will be provided upon request. **See Amendment 2 above for details on scheduling site visits.**

18. Question: How will the University award the possible 20 points available for price?

Radford University Response: The 20 points for the Financial Proposal will be awarded based on the following formula:

**\*\*Grand Total Sum of Annual Price for Elevator Preventive Maintenance + (Offeror's proposed Mechanic Regular Time hourly rate x 188 hours) = Total Proposed Price\*\***

Respectfully,

Jeff Groseclose  
Senior Contract Officer  
Email: [jbgrosec@radford.edu](mailto:jbgrosec@radford.edu)

Note: A signed acknowledgement of this addendum must be received at the location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Name of Firm:	
Signature:	Title:
Print Name:	
Date:	

<b>R19-003 Attachment K</b>				
<b>Radford University</b>				
<b>Elevator Spend Not Covered Under PM &amp; Repair Requirements</b>				
<b>Past Three Fiscal Years</b>				
<b>FY16 (July 1, 2015 - June 30, 2016)</b>				
<b>PO Number</b>	<b>Date</b>	<b>Location</b>	<b>Detail</b>	<b>Spend</b>
EP2328903	1/6/2016	Muse Hall	Repair elevator car doors.	\$ 773.50
EP2341348	2/5/2016	Trinkle Hall	Purchase of ceiling panels - parts only.	\$ 1,737.12
EP2343616	2/10/2016	Bondurant Center	Elevator governor replacement.	\$ 9,440.00
EP2374499	4/12/2016	Campus	Labor & material to replace current elevator fire service key switches with new uniform fire service key switches to comply with current code in 25 campus buildings.	\$ 28,356.80
			<b>Total</b>	<b>\$ 40,307.42</b>
<b>FY17 (July 1, 2016 - June 30, 2017)</b>				
<b>PO Number</b>	<b>Date</b>	<b>Location</b>	<b>Detail</b>	<b>Spend</b>
EP2418804	7/11/2016	Muse Hall	Service call to lock out four main lobby elevators which were flooded due to broken water line; and service call to clean and lube flooded elevators and return two to service.	\$ 1,085.00
EP2419441	7/12/2016	Muse Hall	Labor and material to replace water damaged boards and equipment.	\$ 12,976.36
EP2496965	12/20/2016	Dalton Hall	Labor and material to replace jack packing in freight elevator.	\$ 1,760.00
EP2501738	1/10/2017	CHBS Building	Miscellaneous service (not detail on PO).	\$ 180.08
EP2510440	1/27/2017	Muse Hall	Additional labor and material to repair water damaged elevators.	\$ 12,691.60
			<b>Total</b>	<b>\$ 28,693.04</b>
<b>FY18 (July 1, 2017 - June 30, 2018)</b>				
<b>PO Number</b>	<b>Date</b>	<b>Location</b>	<b>Detail</b>	<b>Spend</b>
EP2586785	6/19/2017	Campus	Purchase of ceiling panels - parts only.	\$ 1,536.00
EP2611619	8/8/2017	Russell Hall	Labor and material to replace elevator buttons with braille buttons and install braille signage on door jambs of elevator.	\$ 229.60
EP2752861	4/12/2018	Muse Hall	Service call to repair elevator shut down due to previous entrapment from power failure due to winter storm.	\$ 147.66
EP2755854	4/17/2018	Muse Hall	Labor and material to add fire service to B wing and C wing elevators.	\$ 58,725.20
			<b>Total</b>	<b>\$ 60,638.46</b>
			<b>Grand Total</b>	<b>\$ 129,638.92</b>

<b>R19-003 Attachment L</b>			
<b>Radford University Elevator Inspection Record</b>			
<b>Date of Most Recent Activity</b>			
	<b>5-Year Safety &amp; Governor Test</b>	<b>Pressure Test or No Load Test</b>	<b>Periodic Routine Inspection</b>
Bolling Hall	N/A	12/26/2017	6/15/2018
Center for the Sciences 1	due 2020	12/21/2017	6/18/2018
Center for the Sciences 2	due 2020	12/21/2017	6/18/2018
CHBS Building 1	due 2021	12/20/2017	6/18/2018
CHBS Building 2	due 2021	12/20/2017	6/18/2018
CHBS Building 3	due 2021	12/20/2017	6/18/2018
Cook Hall	N/A	12/26/2017	6/18/2018
Covington Hall Wheelchair Lift	N/A	12/28/2017	6/19/2018
Cupp Stadium	N/A	12/28/2017	6/15/2018
Dalton Hall Bookstore	N/A	12/20/2017	6/18/2018
Dalton Hall Post Office	N/A	12/20/2017	6/18/2018
Dalton Kitchen	N/A	12/20/2017	6/18/2018
Davis Hall	N/A	12/19/2017	6/15/2018
Dedmon Center	N/A	12/28/2017	6/18/2018
Draper Hall	N/A	12/26/2017	6/15/2018
Floyd Hall	N/A	12/20/2017	6/18/2018
Heth Hall	N/A	12/26/2017	6/15/2018
Hurlburt Student Center	N/A	12/26/2017	6/18/2018
Ingles Hall	N/A	12/26/2017	6/15/2018
Jefferson Hall	1/11/2016	12/18/2017	6/15/2018
Kyle Hall 1	N/A	12/26/2017	6/18/2018
Kyle Hall 2	N/A	12/26/2017	6/18/2018
Madison Hall	1/11/2016	12/18/2017	6/15/2018
Martin Hall	N/A	12/19/2017	6/15/2018
McConnell Library 1	N/A	12/27/2017	6/19/2018
McConnell Library 2	N/A	12/27/2017	6/19/2018
McConnell Library 3	N/A	12/27/2017	6/19/2018
McGuffey Hall	N/A	12/19/2017	6/15/2018
Moffett Hall East	1/12/2016	12/21/2017	6/15/2018
Moffett Hall West	1/12/2016	12/21/2017	6/15/2018
Muse Hall B Wing	N/A	12/18/2017	6/19/2018
Muse Hall C Wing	N/A	12/18/2017	6/19/2018
Muse Hall Kitchen	N/A	12/18/2017	6/19/2018
Muse Hall Lobby 1	1/16/2016	12/27/2017	6/19/2018
Muse Hall Lobby 2	1/16/2016	12/27/2017	6/19/2018
Muse Hall Lobby 3	1/16/2016	12/27/2017	6/19/2018
Muse Hall Lobby 4	1/6/2016	12/27/2017	6/19/2018
Norwood Hall	N/A	12/18/2017	6/15/2018
Peery Hall	N/A	12/26/2017	6/18/2018
Peters Hall	N/A	12/20/2017	6/18/2018
Pocahontas Hall	N/A	12/26/2017	6/15/2018
Porterfield Hall East	N/A	12/19/2017	6/19/2018
Porterfield Hall Stage Lift	N/A	12/19/2017	6/19/2018
Porterfield Hall West	N/A	12/19/2017	6/19/2018
Preston Hall Organ Lift	N/A	12/19/2017	6/19/2018

Russell Hall	N/A	12/18/2017	6/15/2018
SELU	N/A	12/21/2017	6/19/2018
Stuart Hall	N/A	12/20/2017	6/18/2018
Student Recreation & Wellness Center	N/A	12/28/2017	6/18/2018
Trinkle Hall	N/A	12/26/2017	6/18/2018
Tyler Hall	N/A	12/18/2017	6/15/2018
Waldron Hall	N/A	12/26/2017	6/18/2018
Walker Hall	N/A	12/18/2017	6/15/2018
Washington Hall	N/A	12/18/2017	6/15/2018
Whitt Hall	N/A	12/20/2017	6/18/2018
Young Hall	N/A	12/19/2017	6/15/2018

**R19-003 Attachment M****ELEVATOR WORK ORDER HISTORY - 9/26/17 THROUGH 9/26/18**

<b>Work Order</b>	<b>Description</b>	<b>Date Created</b>
18-03226	DALTON ELEVATOR IN ATM ROOM STUCK ON 1ST FLOOR. U36.	09/26/17
18-03354	MOFFETT WEST ELEVATOR FIREMAN RECALL BUTTON FELL OFF. BUTTON IS IN THE 1ST FLOOR HSKP CLOSET	09/28/17
18-03395	MUSE ELEVATOR #2 ENTRAPMENT ON A WING CAR #2. CALL IN 9/28/17 5:51PM	09/29/17
18-03431	TYLER ELEVATOR NOT WORKING. U36.	09/29/17
18-03486	MCCONNELL ELEVATOR CALL IN 9/30/17	10/02/17
18-03487	TYLER ELEVATOR CALL IN 9/30/17	10/02/17
18-03559	TYLER ELEVATOR NOT WORKING. CALL IN 10/2/17	10/03/17
18-03672	TYLER ELEVATOR NOT WORKING. CALL IN 10/4/17. ? RESET	10/05/17
18-03673	TYLER ELEVATOR NOT WORKING. CALL IN 10/4/17. ? CUT OFF, COULD NOT RESET. CALL CNT FOR SERVICE 10/5/17	10/05/17
18-03739	PORTERFIELD ELEVATOR STUCK. THEATRE DEPARTMENT PUT HEAVY ITEM ON ELEVATOR AND IT SUNK 1-2". U36.	10/06/17
18-03782	RUSSELL ELEVATOR NOT WORKING. DOORS WON'T OPEN BASEMENT LEVEL. U7.	10/09/17
18-03847	INGLES ELEVATOR NOT WORKING. CALL IN 10/9/17.	10/10/17
18-03886	TYLER ELEVATOR NOT WORKING. RESET. CALL IN 10/11/17.	10/11/17
18-03952	PEERY ELEVATOR NOT WORKING. CALL IN 10/11/17.	10/12/17
18-04015	MUSE ELEVATOR, ENTRAPMENT. CALL IN 10/12/17	10/16/17
18-04017	MUSE ELEVATOR C WING NOT WORKING. STUCK, CLEANED TRACK AND RESET. CALL IN 10/14/17.	10/16/17
18-04018	MUSE ALL 4 ELEVATORS NOT WORKING. RESET ALL. CALL IN 10/14/17	10/16/17
18-04019	INGLES ELEVATOR NOT WORKING. RESET. CALL IN 10/15/17.	10/16/17
18-04176	MUSE FREIGHT ELEVATOR NOT WORKING. U36.	10/18/17
18-04193	MCCONNELL ELEVATOR B NOT WORKING. U7.	10/18/17
18-04255	MOFFETT WEST ELEVATOR KNOCKS INTO WALL IF YOU STAND ON THE CERTIFICATE SIDE	10/19/17
18-04360	DALTON ELEVATOR DINING SIDE NOT WORKING. U36.	10/23/17
18-04427	WASHINGTON ELEVATOR MAKE GRINDING NOISE WHEN GOING FROM THE 3RD FLOOR TO THE 4TH FLOOR. IT SHAKES THE FLOOR	10/24/17
18-04451	MUSE ELEVATOR 4 NOT WORKING. CALL IN 10/24/17	10/25/17
18-04452	MUSE ELEVATOR 3 NOT WORKING. CALL IN 10/24/17	10/25/17
18-04573	INGLES ELEVATOR NOT WORKING. U36.	10/27/17
18-04894	TYLER ELEVATOR NOT WORKING CALL IN 11/5/17	11/06/17
18-04903	MUSE 2ND FLOOR B WING ELEVATOR STANDING OPEN U36	11/06/17
18-05131	MCCONNELL SECTION B ELEVATOR NOT CALLING TO FLOORS. U7.	11/10/17
18-05207	DALTON FREIGHT ELEVATOR DOOR KNOCKS ON 1ST FLOOR. U36.	11/13/17
18-05246	MUSE ELEVATOR 4 ENTRAPMENT	11/13/17
18-05326	BOLLING ELEVATOR NOT WORKING. U36.	11/15/17

18-05495	MUSE B WING ELEVATOR STUCK HALF WAY OPEN U7	11/20/17
18-05536	MUSE KITCHEN FREIGHT ELEVATOR NOT WORKING	11/21/17
18-05553	RUSSELL CALL IN 11/27/2017 ELEVATOR NOT WORKING	11/27/17
18-05660	MUSE FREIGHT ELEVATOR NOT WORKING. U36.	11/29/17
18-05719	CSAT 4TH FLOOR STAIRWELL AND SMALL ELEVATOR LIGHTS NOT WORKING. U7.	11/30/17
18-05767	MUSE DINING HALL FREIGHT ELEVATOR STOPPED	12/01/17
18-05793	BOLLING ELEVATOR EQUIPMENT ROOM CHECK HYDRAULIC FLUID LEAK. U36.	12/04/17
18-05866	MCCONNELL 1965 ELEVATOR REPLACEMENT - MAINTENANCE RESERVE PROJECT	12/04/17
18-05918	INGLES ELEVATOR ISSUES CALL IN 12/5/17	12/06/17
18-05939	MADISON ELEVATOR - STUDENT REPORTED HEARING POPPING SOUND AND A DELAYED DOOR OPENING - HAPPENED ABOUT SAME TIME AS POWER ISSUE IN 213 - PLEASE INVESTIGATE	12/06/17
18-05981	RUSSELL ELEVATOR NOT WORKING AT MAIN FLOOR U 36	12/07/17
18-06007	RUSSELL ELEVATOR NOT WORKING U 36	12/08/17
18-06030	COOK HALL - ELEVATOR STOPPED WORKING U36	12/08/17
18-06053	STUART ELEVATOR CALL IN 12/10/17 GOING TO WRONG FLOOR	12/11/17
18-06224	MOFFETT EAST ELEVATOR ENTRAPMENT. U36.	12/13/17
18-06392	MCCONNELL HANDICAP ELEVATOR NOT WORKING. U36.	12/20/17
18-06426	MCCONNELL SECTION C ELEVATOR NOT WORKING	01/03/18
18-06438	CSAT 1ST FLOOR ELEVATOR FACING MAIN STREET NOT WORKING. U36.	01/03/18
18-06635	STUART ELEVATOR NOT WORKING 1/4/18. U36.	01/05/18
18-06670	MOFFETT WEST ELEVATOR WORKS BUT NOISY. U33.	01/05/18
18-06707	DALTON FREIGHT ELEVATOR NOT WORKING. U36	01/09/18
18-06812	BONNIE - FAN IN ELEVATOR MAKING A LOUD NOISE - U36 - MAIN LOBBY - 5 LIGHTS OUT	01/12/18
18-06865	MUSE - EMERGENCY CALL IN - ELEVATOR NUMBER 4 STUCK ON FIRST FLOOR - OPEN DOOR	01/15/18
18-06886	DEDMON CENTER - CHECK ELEVATOR	01/15/18
18-06899	MUSE ELEVATOR - DOORS STUCK OPEN ELEVATOR NOT RESPONDING U7	01/15/18
18-06954	MCGUFFEY ELEVATOR LIGHTS NOT WORKING. U7.	01/16/18
18-07051	KYLE - LARGE ELEVATOR STUCK ON BASEMENT LEVEL	01/17/18
18-07125	RUSSELL - ELEVATOR - #2 BUTTON IS NOT WORKING	01/18/18
18-07296	STUART ELEVATOR 2ND FLOOR ENTRAPMENT. U36.	01/23/18
18-07308	HETH - MAIN ELEVATOR NOT WORKING	01/23/18
18-07382	MUSE - MAIN LOBBY - 2 ELEVATORS NOT WORKING	01/25/18
18-07546	MUSE 12TH FLOOR ELEVATOR ENTRAPMENT. U36.	01/29/18
18-07577	MUSE ELEVATOR 1 STUCK ON 7TH FLOOR, DOORS OPEN. U36.	01/30/18
18-07658	YOUNG 4TH FLOOR - BUTTON ON OUTSIDE OF ELEVATOR IS NOT WORKING	01/31/18
18-07711	PORTERFIELD ELEVATOR BETWEEN STAGE AND SCENE SHOP DOORS JAMMED. U36.	01/31/18



18-07789	YOUNG ELEVATOR - THE ELEVATOR BUTTON (INSIDE THE ELEVATOR) FOR THE SECOND FLOOR IS BROKEN. IT CAN BE CALLED FROM THE SECOND FLOOR AND DOES WORK FINE, HOWEVER THE BUTTON INSIDE THE ELEVATOR IS BROKEN.	02/05/18
18-07805	INGLES - ELEVATOR NOT WORKING CALL IN 02/03/18	02/05/18
18-07810	MUSE ELEVATOR NEXT TO TRASH CHUTE NOT WORKING	02/05/18
18-07845	MUSE MAIN ELEVATOR STUCK IN BASEMENT TKE RESPONDED	02/05/18
18-07911	CHBS ELEVATOR 2 NOT WORKING. U36.	02/06/18
18-07973	MCCONNELL LOBBY - HANDICAP ELEVATOR NOT WORKING	02/07/18
18-08035	CHBS SMALL ELEVATOR AT THE 4TH FLOOR THE CALL BUTTON ASSEMBLY IS DANGLING FROM WIRE AND NO LONGER ATTACHED TO THE WALL (THIS IS ELEVATOR THAT SERVES 3RD-5TH FLOORS)	02/09/18
18-08048	MARTIN MAIN ELEVATOR - NOT WORKING/DOOR STANDING OPEN BUTTON DOESN'T WORK	02/09/18
18-08063	DEDMON ELEVATOR NOT WORKING	02/12/18
18-08082	MADISON - ELEVATOR NOT WORKING EMERGENCY CALL IN SAT 2-10-18	02/12/18
18-08236	MARTIN 2ND FLOOR ELEVATOR ENTRAPMENT	02/15/18
18-08374	MUSE #4 ELEVATOR NOT WORKING. CALL IN 2/19/18.	02/20/18
18-08592	MCCONNELL HANDICAP ELEVATOR RESET. U36.	02/22/18
18-08634	MUSE - ELEVATOR #4 ACTING UP - EMERGENCY CALL IN 2/23/18	02/26/18
18-08741	YOUNG 1ST FLOOR - BUTTON ON WALL OUTSIDE OF ELEVATOR IS WEARING OUT (HAVE TO PUSH MULTIPLE TIMES TO GET IT TO WORK)	02/27/18
18-08769	CHBS MAIN STREET SIDE - ELEVATOR ON THE RIGHT IS NOT WORKING	02/28/18
18-08817	DEDMON CENTER - ELEVATOR THRESHHOLD INSIDE OF DOORS IS COMING UP - AN EMPLOYEE HAS ALREADY TRIPPED - SAFETY ISSUE	03/01/18
18-08903	DRAPER ELEVATOR BUTTONS THAT OPEN AND CLOSE ARE NOT WORKING	03/05/18
18-08962	TRINKLE - ELEVATOR HAND RAIL COMING LOOSE FROM WALL	03/06/18
18-09048	STUART ELEVATOR DOORS NOT OPENING FROM BASEMENT TO 1ST FLOOR, THEN GOES TO 3RD FLOOR. WHEN REACHES 3RD FLOOR DOOR WON'T OPEN UNTIL OPEN DOOR BUTTON PUSHED.	03/12/18
18-09173	CHBS END OF BUILDING WITH SIDE BY SIDE ELEVATORS - ELEVATOR #2 NOT WORKING	03/14/18
18-09239	DALTON - DINING SERVICES REPORTING THAT FREIGHT ELEVATOR IS ACTING WEIRD, STATED THAT IT IS BOUNCING	03/16/18
18-09337	YOUNG ELEVATOR NOT WORKING CORRECTLY. U36	03/20/18
18-09338	COOK - ELEVATOR STUCK ON 1ST FLOOR	03/20/18
18-09603	YOUNG - ELEVATOR NOT WORKING	03/26/18
18-09606	MOFFETT ELEVATORS NOT WORKING. U7	03/26/18
18-09617	RUSSELL ELEVATOR NOT RESPONDING TO ANY FLOOR. U7	03/26/18
18-09674	NORWOOD - MISSING LIGHT COVER IN ELEVATOR	03/27/18
18-09731	TYLER ELEVATOR NOT WORKING. U36.	03/28/18
18-09768	DRAPER ELEVATOR NOT WORKING. U38	03/29/18
18-09846	KYLE - ELEVATOR NOT WORKING	03/30/18

18-09872	DEDMON CENTER - SET OF LIGHTS OUT IN ELEVATOR	04/02/18
18-09889	STUDENT REC AND WELLNESS - ELEVATOR NOT WORKING	04/02/18
18-09975	POKIE ELEVATOR CHECK NOISE. CALL IN 4/4/18. **WAS CHILL WATER PUMP #2 KNOCKING, RESET AND CLEARED.	04/04/18
18-09991	BOLLING - ELEVATOR STUCK IN BASEMENT WITH PASSENGER ON BOARD	04/04/18
18-10122	TYLER - ELEVATOR STOPPED/RESET AND CLEARED - EMERGENCY CALL IN ON SUNDAY	04/09/18
18-10174	MUSE ALL ELEVATORS NOT WORKING CORRECTLY. CALL IN 4/9/18	04/10/18
18-10175	RUSSELL ELEVATOR GOT STUCK NIGHT OF 4/9/18. CHECK AND RESET. U36	04/10/18
18-10225	KYLE EAST END - ELEVATOR NOT WORKING	04/11/18
18-10566	DALTON FREIGHT ELEVATOR STOPPING BETWEEN FLOORS. U7	04/20/18
18-10575	PETERS ELEVATOR NOT WORKING. U7	04/20/18
18-10682	STUART ELEVATOR CHECK ELEVATOR. STATES DOORS NOT FULLY OPENING, LIFT UP WHILE DOOR IS OPEN. U36	04/25/18
18-10763	CHBS - INSPECT CALL STATIONS AND ELEVATOR CALL BUTTONS	04/26/18
18-10823	DALTON FREIGHT ELEVATOR 1ST FLOOR BUTTON STICKS, CAR WON'T MOVE. U36	04/27/18
18-10865	CHBS ELEVATOR NEAR STARBUCKS NOT WORKING. U36	04/30/18
18-10891	CHBS - ELEVATOR NOT WORKING - AFTER HOURS CALL IN	04/30/18
18-10957	MUSE - ELEVATOR 1 STUCK ON 13TH FLOOR - AFTER HOURS CALL IN	05/02/18
18-10973	TRINKLE ELEVATOR HANDLE LOOSE. HEAVY IF FELL - SAFETY HAZARD. U36	05/02/18
18-11036	TYLER ELEVATOR NOT WORKING. U36	05/03/18
18-11040	KYLE ELEVATOR STUCK. CALL IN 5/2/18	05/03/18
18-11050	MUSE - ELEVATOR #2 DROPPING	05/03/18
18-11051	DALTON - FREIGHT ELEVATOR JUMPING	05/03/18
18-11055	PEERY - EMERGENCY CALL IN 5/3/18 ELEVATOR NOT WORKING	05/04/18
18-11061	INGLES - ELEVATOR STUCK ON 2ND FLOOR	05/04/18
18-11094	PETERS ELEVATOR NOT WORKING. CALL IN 5/4/18.	05/07/18
18-11145	DRAPER ELEVATOR NOT WORKING. U36	05/08/18
18-11190	MUSE FREIGHT ELEVATOR NOT WORKING. SETH, BRYAN LOOP AND THYSSEN RESPONDING	05/10/18
18-11278	DALTON - FREIGHT ELEVATOR DOWN CALL IN 5/12/18	05/15/18
18-11742	DALTON ELEVATOR POST OFFICE SIDE OF BUILDING NOT WORKING. U36	06/04/18
18-11808	FLOYD ELEVATOR RUNNING SLOW AND NO LIGHTS U32	06/06/18
18-11910	MCCONNELL LIBRARY - BACK ELEVATOR STUCK U36	06/11/18
18-11976	KYLE SERVICE ELEVATOR NOT WORKING. U36	06/13/18
18-11978	COOK ELEVATOR NOT WORKING. U36	06/13/18
18-11993	CHBS SMALL ELEVATOR FACING MAIN STREET NOT WORKING CORRECTLY. U7	06/13/18
18-12126	WALKER - PRE-ACTION DID NOT TRIP OR SHUNT TRIP THE ELEVATOR DURING INSPECTION	06/18/18
18-12185	JEFFERSON ELEVATOR ENTRAPMENT. CALL IN 6/19/18	06/20/18

18-12191	MCCONNELL ELEVATOR SECTION B RETRIEVE KEYS FOR KAREN MONTGOMERY. U36	06/20/18
18-12224	RUSSELL ELEVATOR NOT WORKING. U87	06/20/18
18-12378	CUPP STADIUM - ELEVATOR AT CUPP IS NOT RESPONDING TO CALL BUTTON	06/26/18
18-12467	WELLNESS CENTER - ELEVATOR STUCK	06/29/18
19-00153	YOUNG ELEVATOR STUCK - ENTRAPMENT. POWER SURGE.	07/03/18
19-00163	KYLE BIG ELEVATOR NOT WORKING - FROM POWER SURGE	07/03/18
19-00199	CENTER FOR THE SCIENCES - ELEVATOR ISSUE, DOOR WILL NOT CLOSE CAUSING A BEEPING NOISE	07/05/18
19-00445	MUSE - LAUNDRY ROOM ELEVATOR NOT LINING UP WITH THE FLOOR	07/13/18
19-00469	HETH ELEVATOR NOT WORKING	07/16/18
19-00513	HETH - ELEVATOR WORKING SPORADICALLY THIS MORNING 2ND FLOOR CALL LIGHT DOES NOT LIGHT UP AND ELEVATOR WILL NOT COME TO 2ND FLOOR	07/17/18
19-00688	STUART - 3RD FLOOR BUTTON NOT LIGHTING UP ON ELEVATOR	07/24/18
19-00710	MOFFETT WEST ELEVATOR - STUCK WITH ENTRAPMENT - HOUSEKEEPER INSIDE (U36)	07/25/18
19-00753	BOLLING - ELEVATOR NOT WORKING	07/26/18
19-00814	CHBS - ELEVATOR NEAR STARBUCKS IS DOWN (U36)	07/30/18
19-00872	MOFFETT WEST - ELEVATOR NOT WORKING	08/01/18
19-01028	RUSSELL - AFTER THUNDER THERE WAS A RINGING IN THE ELEVATOR	08/07/18
19-01145	KYLE - SERVICE ELEVATOR OUT	08/13/18
19-01241	POCAHONTAS - 3RD FLOOR ELEVATOR CALL BUTTON NOT WORKING	08/13/18
19-01276	HETH - ELEVATOR NOT WORKING	08/13/18
19-01447	CHBS - ELEVATOR NEAR STAIRWELL D DOWN	08/17/18
19-01759	MUSE - 2ND ELEVATOR FROM LEFT DOOR NOT OPENING ALL THE WAY AT 10TH FLOOR STUDENTS ALSO REPORTING A BIT OF A DROP	08/24/18
19-01868	CHBS - 3RD FLOOR SMALL ELEVATOR NEAR CAMPUS SIDE ENTRANCE NOT WORKING	08/27/18
19-01954	WHITT - ELEVATOR NOT WORKING	08/27/18
19-02021	MUSE - ELEVATOR NOT WORKING (CALLED IN 8/24/18)	08/28/18
19-02232	TYLER ELEVATOR - ONE OF THE CEILING PANELS IN THE ELEVATOR HAS BEEN TAKEN OUT AND I HAVE NO IDEA WHERE IT COULD BE LOCATED.	08/30/18
19-02590	TYLER ELEVATOR - METAL LIGHT COVERS PULLED AND BENT - RUPD NOTIFIED - VANDALISM **DAMAGE REPAIRED BEFORE RUPD REPORT**	09/05/18
19-02600	CHBS ELEVATOR #1 - ENTRAPMENT - U32 **ENTIRE BUILDING WITHOUT POWER**	09/05/18
19-02800	RUSSELL - ELEVATOR - NOT STOPPING AT FLOOR CALLED TO - U32	09/07/18
19-02905	CAMPUS WIDE - ELEVATOR INSPECTIONS WITH POTENTIAL CONTRACTORS	09/10/18
19-03004	CHBS - 3RD FLOOR ELEVATOR ENTRAPMENT	09/12/18

19-03015	STUART - ELEVATOR ENTRAPMENT, BASEMENT LEVEL - THYSSEN NOTIFIED - STUDENT EXTRACTED PRIOR TO ARRIVAL	09/12/18
19-03017	MUSE - ELEVATOR ENTRAPMENT - 11TH FLOOR - DOORS NOT OPENING DUE TO DEBRIS IN DOOR TRACK - CALL IN 9/11/18	09/12/18
19-03106	JEFFERSON - ELEVATOR - NOT WORKING CORRECTLY -U32	09/14/18
19-03178	MCCONNELL - ELEVATOR - SECTION C - NOT WORKING. CALL IN 9/16/18	09/17/18
19-03305	CENTER FOR SCIENCES - NORTH ELEVATOR NOT WORKING -U7	09/19/18
19-03510	JEFFERSON - ELEVATOR NOT WORKING - U32 CALL IN 9/24/18 - ALSO CALLED IN AFTER 8 AM WORK HOURS	09/24/18
19-03570	JEFFERSON - ELEVATOR STUCK - ENTRAPMENT - CALL IN 9/24/18	09/25/18
19-03676	STUDENT REC - ELEVATOR STUCK OPEN AND NOT WORKING	09/26/18

**Attachment B**

Contractor's Proposal signed and dated November 27, 2018



**PROCUREMENT AND CONTRACTS  
P.O. BOX 6885  
501 STOCKTON STREET  
RADFORD, VA 24142**

## **REQUEST FOR PROPOSAL**

**# R19-003**

**ELEVATOR PREVENTIVE MAINTENANCE AND REPAIR SERVICES**

**AUGUST 28, 2018**



***RADFORD UNIVERSITY IS A PROUD MEMBER OF VASCUPP***





**REQUEST FOR PROPOSAL  
RFP # R19-003**

**ISSUE DATE:**

**TITLE:**

**ISSUING AGENCY:**

**RADFORD UNIVERSITY**

Procurement and Contracts

David E. Armstrong Complex, 501 Stockton St.

Post Office Box 6885

Radford, VA 24142-6885

**PERIOD OF CONTRACT:**

December 1, 2018 through November 30, 2020 with three (3) one-year renewal options, or as negotiated.

**SEALED PROPOSALS DUE DATE/TIME:** October 5, 2018 up to and including 3:00 PM Eastern Daylight Savings Time

Proposals received after the due date and time or electronic submission of proposals will not be accepted. Procurement and Contracts mailing address is as follows:

**RADFORD UNIVERSITY**

**Procurement and Contracts Department**

**David E. Armstrong Complex**

**501 Stockton Street [Courier Physical Address]**

**Post Office Box 6885**

**Radford, Virginia 24142**

**MANDATORY PRE-PROPOSAL SITE VISITS AND CONFERENCE:** Reference is made to section (XI). SITE VISITS: September 5, 2018 at 10:00 am or September 10, 2018 at 9:00 am. CONFERENCE: September 13, 2018 at 10:00 am.

**QUESTIONS/INQUIRIES:** All inquiries for information shall be directed to: Jeff Groseclose at [jbgrosec1@radford.edu](mailto:jbgrosec1@radford.edu) or 540-831-5634. Written questions must be submitted no later than close of business September 18, 2018

**PUBLIC POSTING:** Reference section 2) D) 1 – *Commonwealth of Virginia Procurement Manual for Institutions of Higher Education and their Vendors VASCUPP* Public notices shall be published on the Department of General Services central electronic procurement website, eVA (<http://eva.virginia.gov>), under Sourcing and Contracting on the eVA home page. This is the only electronic source used by Radford University's Procurement and Contracts Department to electronically post the RFP document and subsequent Addenda.

**LATE PROPOSALS:** To be considered for selection, proposals must be received by the University by the designated date and hour. The official time used in the receipt of proposal is that time on the automatic time stamp machine in the Procurement and Contracts Department. Proposals received in the Procurement and Contracts Department after the date and hour designated are automatically disqualified and will not be considered. The University is not responsible for delays in the delivery of mail by the U.S. Postal Office, private couriers, or the interuniversity mail system. It is the sole responsibility of the Offeror to insure that its proposal reaches the Procurement and Contracts Department by the designated date and hour. \*Proposal receipt scheduled during a period of suspended state business operations will be rescheduled for processing at the same time on the next regularly scheduled business day.

**UNIVERSITY CLOSINGS:** If the University is closed as a result of an act of God or an emergency situation, the University's website shall post notices of said closings. It is the responsibility of the Offeror to check the website at [www.radford.edu](http://www.radford.edu) for said notices. If the University is closed on the day proposals are due they will be accepted the same time the next scheduled business day the University is open. If the University is closed on the day of the scheduled pre-proposal conference a written addendum will be issued to officially reschedule the conference.

In compliance with this Request for Proposal and to all conditions imposed therein, the undersigned offers and agrees to furnish the goods/services described at the prices indicated in **Attachment (G) – Financial Proposal**.

**Legal Name and Address of Firm (Type or Print):**

Name: <u>ThyssenKrupp Elevator</u>	Date: <u>11/7/18</u>
Street: <u>3710 Bosworth Dr. SW</u>	Signature: <u>Mary K Hancock</u>
PO Box:	Print Name: <u>Mary K Hancock</u>
City/State/Zip: <u>Roanoke, VA 24014</u>	Title: <u>Account Manager</u>
FEI/FIN/SS No.: <u>[REDACTED]</u>	Telephone: <u>(540) 561-4724</u>
eVA Vendor ID No.: <u>E49668</u>	Fax: <u>-</u> Email: <u>Mary.K.Hancock@thyssenkrupp.com</u>

Check all that apply: ☒ Corporation ☐ Partnership ☐ Proprietorship ☐ Individual

Department of Small Business and Supplier Diversity (DSBSD) Certification No. \_\_\_\_\_  
 and Expiration Date: \_\_\_\_\_ Certification Category: ☐ Woman-Owned ☐  
 Minority-Owned ☐ Small Business ([www.sbsd.virginia.gov](http://www.sbsd.virginia.gov)) for additional information.

eVA Virginia's eProcurement Portal Registered: Yes ☒ - eVA Vendor ID# E49668

Commonwealth of Virginia State Corporation Commission registration number: F0486771

*Note: This public body does not discriminate against faith-based organizations in accordance with §36 of the Governing Rules or against a bidder or Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.*



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**RFP R19-003 (Elevator Preventive Maintenance and Repair Services)**

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**I. PURPOSE**

- A. The intent and purpose of this Request for Proposals (RFP) is to solicit proposals from qualified sources to establish a term contract through competitive negotiations with one qualified contractor to provide elevator preventive maintenance (PM) and repair services for elevator operations as outlined herein, to Radford University, (hereinafter referred to as "RU", or "the University"), an agency of the Commonwealth of Virginia.

**II. BACKGROUND****A. University Background:**

Radford University is a comprehensive public university of 9,400 students that has received national recognition for many of its undergraduate and graduate academic programs, as well as its sustainability initiatives. Radford University serves the Commonwealth of Virginia and the nation through a wide range of academic, cultural, human service and research programs. Well known for its strong faculty/student bonds, innovative use of technology in the learning environment and vibrant student life on a beautiful 204-acre American classical campus, Radford University offers students many opportunities to get involved and succeed in and out of the classroom. The University offers 67 degree programs in 38 disciplines and three certificates at the undergraduate level; 22 master's programs in 17 disciplines and three doctoral programs at the graduate level; 13 post-baccalaureate certificates and one post-master's certificate. A Division I member of the NCAA and Big South Athletic Conference, Radford University competes in 16 men's and women's varsity athletics. With over 270 clubs and organizations, Radford University offers many opportunities for student engagement, leadership development and community service. Total enrollment is 9,401. Undergraduate enrollment is 8,453 and graduate enrollment is 948. Learn more at [www.radford.edu](http://www.radford.edu).

- B. **Specific Background:** The University currently has 55 elevators and three lift elevators that require full maintenance and repair services (see elevator listing, Financial Proposal, Attachment G). The University will remove and add elevators as campus buildings are being renovated or as new buildings are completed and new elevators are put in service. We house students with wheelchair or other disabilities which makes it imperative that all the elevators remain in working condition at all times.

1. The Contractor is responsible for repairs to the elevators which includes obsolete or outdated parts. We have several elevators that are older and some repair parts may have to be fabricated or alternate parts located to keep the elevator in working order. The Contractor should be responsible for all costs (parts and labor) which should be included in the elevator yearly costs unless otherwise noted by Offeror in their proposal response.
2. The average full maintenance spend over the previous five-year period is estimated at \$84,000 annually. Our current contractor is ThyssenKrupp Elevator Corporation.

**III. CONTRACT PARTICIPATION**

- A. Under the authority of §6 of the Rules Governing Procurement of Goods, Services, Insurance and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia (copy available at [VASCUPP](http://VASCUPP) web site). The intent of this solicitation and resulting contracts is to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions or lead issuing institution's affiliated corporations may access any resulting contract if authorized by the contractor. Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) may be extended to the entities indicated above to purchase at contract prices in accordance with the contract terms. The Contractor



shall notify the lead-issuing institution in writing of any such entities accessing the contract. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the contract. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from Radford University. Radford University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Radford University is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances. Use of this contract(s) does not preclude any participating entity from using other contracts or competitive processes as the need may be. Please contact the buyer for additional information.

**IV. CONTRACT ADMINISTRATION:** Radford University assigns "Contract Administrators" to each contract awarded. The Contract Administrator shall be the initial point of contact for the Contractor. Contract Administrators are charged with ensuring the terms and conditions of the contract are followed, payments are made in accordance to the contractual pricing schedule, and reporting noncompliance issues to the Procurement and Contracts Department at Radford University. Contract Administrators **do not** have the authority to authorize changes and/or modifications to the contract. Should noncompliance issues exist and cannot be resolved at this level or changes/modifications to the contract are required, the assigned Contract Officer in the Procurement and Contracts Department must be notified immediately by the Contract Administrator. The Contract Administrator will be assigned upon Award.

**V. SMALL, WOMAN-OWNED AND MINORITY-OWNED (SWAM) PARTICIPATION**

It is the policy of the Commonwealth of Virginia to contribute to the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in state procurement activities. The Commonwealth encourages contractors to provide for the participation of small businesses, and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other contractual opportunities.

Radford University has established SWaM goals that are posted to the Procurement and Contract website. Links to the University's SWaM initiative can be located at: [Procurement and Contracts | Radford University](#).

See **Attachment F** for information on reporting spend data with subcontractors and a SWaM Table (Table A only) to complete and submit in the proposal.

**VI. DEFINITIONS**

- a. **Overtime** – Overtime is defined as any hours worked outside of 8:00 am to 5:00 pm, Monday through Friday, as well as on weekends and Virginia state holidays
- b. **Regular Time** – Regular time is defined as normal working hours from 8:00 am to 5:00 pm, Monday through Friday, except on Virginia state holidays

**VII. STATEMENT OF NEEDS**

Radford University wishes to secure the services of a qualified contractor to provide elevator preventive maintenance and repair services. The Contractor shall furnish all labor, insurance, materials, equipment, supervision, and incidentals necessary to provide elevator preventive maintenance and repair services to the University.

Radford University requires full maintenance and repair services for elevators as listed in the Financial Proposal, Attachment G, and as detailed herein. Contractor shall provide routine and periodic inspection of the elevators and related equipment to buildings belonging to the University. Radford University reserves the right to add and remove elevators and/or lifts to the contract as needed.

**A. General.****1. Contractor Responsibilities.**

- a. Contractor shall provide sufficient elevator technician(s) to provide an ongoing preventive maintenance program for all elevators. The PM work required in the performance of the contract should be performed during the hours of 8:00 a.m. to 5:00 p.m. Any scheduled PM work performed outside of these normal working hours must be approved by the Facilities Management representative. A quarterly preventive maintenance checklist provided by the Contractor should contain at minimum the following elements as applicable to each type of elevator:
  - (1) Ride each elevator to observe for proper operational characteristics.
  - (2) Clean all debris from hoistway pits.
  - (3) Clean all debris from elevator equipment rooms.
  - (4) Visually inspect all moving parts of the elevator.
  - (5) Clean, lubricate and adjust when needed machine brakes, motors, controllers, relay panels, leveling devices, switches, interlocks, guide shoes or roller guides, guide rails, door restrictors, and hoisting cables.
  - (6) Replace any noted defective parts or equipment.
  - (7) Insure that all floor indicators lights are operational along with hall call buttons.
  - (8) Insure that floor level signage is in place along with all fire safety signage.
  - (9) Check for hydraulic oil leaks in pumps and cylinders. Add oil as needed. Clean any oil residue on floors or walls using appropriate hazardous waste procedures.
  - (10) Perform "Fireman's Call Test" on each elevator.
  - (11) Inspect door monitoring equipment and safety edge units. Clean, lubricate, adjust or repair as needed. Clean doorsills.
- b. At a minimum, the University expects the Contractor's qualified service technician(s) to be onsite for 16-hours per week. Offeror should detail in the proposal how this requirement will be met.
- c. Contractor shall provide sufficient elevator technician(s) to respond to service calls relating to proper and continual elevator operation. Contractor should respond to service call onsite within two (2) hours of call receipt from a Radford University designee. Contractor shall maintain a system and/or call tree in which Radford University can make service calls on a 24 hour/7 day a week basis. The technician(s) shall notify appropriate University personnel or designee upon arrival to campus, upon service being rendered, and shall inform University of the status of the elevator in question.
- d. Contractor should provide written documentation at the completion of each visit, indicating services rendered. Contractor should have a check chart in each machine room with all visits and work performed documented.
- e. Contractor shall obtain all necessary licenses and/or permits required to perform work and shall provide proof of all licenses and/or permits. Contractor shall take all precautions necessary to protect persons and property from injury or damage during the performance of the contract. Contractor shall be responsible for any injury to himself, his employees, or others, as well as any damage to personal or public property that occurs during the performance of this contract that is caused by him or his employees fault or negligence.
- f. Contractor shall provide only technician(s) that are certified through factory or other



training for the specific makes and types of equipment to be repaired and who are directly employed and supervised by the contractor. Service technician(s) shall be certified by The Commonwealth of Virginia and The Commonwealth of Virginia Board of Contractors. Contractor should include copies of technician certifications with proposal submittals. Certifications consist of EEC State License and any other certifications from elevator manufacturers.

- g. Contractor shall agree to employ, provide, and supervise all personnel necessary for the maintenance of elevators to the University's satisfaction. All employees of the contractor shall comply with the rules and regulations of the University and shall maintain proper conduct. In the event the University finds, at its sole discretion, that an employee of the contractor is objectionable to the University, that employee shall be removed by the contractor from the University grounds and shall not again be employed by the contractor on University grounds until approved by the University.
- h. Additional elevators will be added to the contract as needed at the request of the University at an agreed upon annual price, prorated as necessary. In the event that a building is vacant or unoccupied for a period of time, the university will, at its discretion, notify the Contractor to suspend services for that period of time.
- i. Contractor should meet on a quarterly basis or as needed or requested by Facilities Management Representative.
- j. Contractor should provide, upon the request of the university, recommendations, technical assistance, specifications and cost analysis of upgrades to the elevators.
- k. Contractor should accept all elevator equipment "as is" at contract award and should maintain and repair all elevators to meet state requirements and inspection criteria. The procurement of ALL parts should be Contractors responsibility or as negotiated. Offerors should provide details as to how you propose to replace all required repair parts.
- l. The Contractor is responsible for ensuring service personnel are identified as Contractor employees while performing their job duties at the University. Only company vehicles with company signage will be allowed on campus. In the future if criminal background checks are required of contractors staff working on campus the contractor will be required to provide this documentation to the university without charge.

## 2. **Elevator Inspection and Testing.**

- a. Radford University utilizes a third party contractor to provide semi-annual and annual inspection services for all elevators. Contractor shall provide technician(s) as needed to assist the third party elevator inspection contractor during the semi-annual and annual elevator tests and inspection required by the Virginia Uniform Statewide Building Code, ASME A17.1- 2000. Use of technician(s) services should be part of the annual PM contract and not billed separately to the University.
- b. Contractor shall perform 5-year load testing on all traction and hybrid elevators as well as any and all inspection services required for compliance. Copies of previous semi-annual and annual inspection reports for each elevator are provided in Attachment I – Inspection Reports.
- c. Contractor should correct all deficiencies noted during the semi-annual and annual inspections within 30 days of receipt of the violation report by the inspectors. The University prefers that repairs made as a result of deficiencies detected during inspections

are repaired by the Contractor at no charge to the University. Contractor should provide written documentation to Facilities Management representative within 45 days that violations have been corrected.

3. **Repairs Not Covered under Preventive Maintenance Requirements.**

- a. Contractor should provide an hourly contract labor rate for technician(s) to perform repairs or to add additional equipment to elevators as requested by the University not covered under the PM agreement. Repairs to elevators because of abuse, vandalism or catastrophic events should be billed separately using the established labor rate and cost of parts and material reflecting the University's established percentage discount. A quote shall be provided for all repair work and must be approved by the University before repairs are performed. Repairs and service calls deemed by the University to be of an emergency nature will be excluded from this requirement. Offeror should provide their approach on how they will address this section and provide an hourly rate for regular time and overtime as defined in section VI.a and VI.b.

4. **Parts Defined as Obsolete.**

- a. Offeror should include in their proposal means and methods by which they should maintain, repair, and replace parts defined as obsolete. Offeror should include their definition of an obsolete part.

5. **Breakdowns and Shutdowns.**

- a. Any elevator removed from service shall be reported within one (1) hour to the designated Facilities Management Representative. Lock Out/Tag Out procedures shall be applied in coordination with Facilities Electrical/Life Safety Representative.
- b. When an elevator is out of service for whatever reason for the performance of maintenance, signs should be placed at all floor entrances to that elevator indicating that the elevator is out of service.
- c. Offeror should include in their proposal a detailed method on how they propose to address breakdowns and shutdowns, such as electrical troubles, burned out control coils, open circuits, electrical or mechanical adjustments, etc.

6. **Repair Work and Emergency Service Call Reporting.**

- a. Contact the University's Facilities Management Department at the David E. Armstrong Complex, 501 Stockton Street, by telephone **(540)-831-7800** before initiating work, or in person, to inform the maintenance department of the work schedule. Contact **Campus Police**, Allen Building, **(540)-831-5500** before performing services outside of normal working hours.
- b. If the work extends beyond one (1) day, a check-in will be repeated prior to resumption of work each day.
- c. Upon completion of the work, the Contractor's employee(s) should turn in to the Facilities Management representative a copy of the work order, repair order, or a form on which, at a minimum, the following information is provided.

- (1) Name and address of contractor
- (2) Name of Contractor's employee in charge of the work



- (3) Date(s) work was performed and hours expended
- (4) Brief description of work performed including identification of equipment
- (5) Signature of Contractor's employees and signature block for University's representative.

Offerors should include sample of this type form they are currently using with their proposal.

**B. Radford University Agrees to the Following.**

1. To provide the Contractor access to the elevator equipment.
2. To keep the elevator pit(s) and motor room(s) free from water.
3. To be responsible for removing water from elevator pits and maintaining the drainage facilities for the pits, or for damage there from.
4. Not to use the elevator machine rooms and equipment spaces for storage.
5. To be responsible for refinishing of cabs, hoistways, or equipment room interiors.
6. To be responsible for the main safety switch providing electricity to the equipment. (Wiring from the safety switch shall be Contractor's responsibility.)
7. To report to the Contractor any conditions which may indicate the need for correction before the next regularly scheduled examination.
8. That the Contractor does not at any time assume possession or control of any part of the equipment, but such remains the University's property exclusively.

**C. Items of Elevator Equipment not included in Contract.** Contractor assumes no responsibility for the following items of equipment which are not included in this contract.

1. Repair or replacement of building items, such as hoistway or machine room walls and floors, car enclosures, including removable panels, finished surfaces of door panels and car gates, plenum chambers, ceiling, elevator car handrails, hoistway and car door sills, mirrors, tile and carpets except as these may be damaged or destroyed by actions of the Contractor's personnel, and telephones, signal fixture faceplates and smoke detectors.
2. Elevator mainline and auxiliary disconnect switches and fuses.
3. Vandalism other than contractor or agents of the Contractor.

## **VIII. PROPOSAL PREPARATION AND SUBMISSION**

### **A. GENERAL INSTRUCTIONS:**

1. **RFP Responses:** In order to be considered for selection, the Offeror shall submit to the University a complete response to this RFP. Proposals shall be a combination of **paper and electronic documents as detailed below, each containing full identical content including all attachments.**

**Format:** Electronic file shall be text searchable using common business software, such as Adobe, Microsoft Word and Microsoft Excel.

**Media:** Include all of the following:

**PAPER DOCUMENTS**

One (1) paper **original signed** document

**ELECTRONIC DOCUMENTS**

One (1) complete electronic proposal, inclusive of all attachments, on individual USB drive

**REDACTED ELECTRONIC DOCUMENT**

One (1) redacted electronic proposal on a USB drive labeled **FOIA**

No other distribution of the proposal shall be made by the Offeror.

*VFOIA (Virginia Freedom of Information Act) – The one redacted FOIA proposal contains identical content, however it blacks out information that is personally identifiable (such as FIN) and, if applicable, any trade secrets and proprietary information for which the Offeror must invoke in writing the protections of the Code of Virginia 2.2-43.42, Public Inspection of Certain Records.*

2. **Contact:** To ensure timely and adequate consideration of your proposal, Offerors are to limit all contact, whether verbal or written, pertaining to this RFP to the Radford University Procurement Office Contract Officer indicated on the face of this document for the duration of this proposal process. Failure to do so may jeopardize further consideration of Offeror's proposal.
3. **Proposal Presentation:**
  - a. **Sign and Complete:** Proposals shall be signed by an authorized representative of the Offeror. See page 3. ***The original proposal must be clearly marked on the outside of the proposal.*** All information requested must be submitted. Failure to submit all information requested may result in the University requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the University. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation. All information requested by this Request for Proposal on the ownership, utilization, and planned involvement of small businesses, women-owned businesses and minority-owned businesses must be submitted. See **Attachment F**. If an Offeror fails to submit all information requested, the University may require prompt submission of missing information after the receipt of proposals.
  - b. **Concise & Clear:** Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
  - c. **Organization:** Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the attachment, paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. The proposal should contain a table of contents, which cross-references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find the RFP requirements are specifically addressed.
  - d. **Word Usage:** As used in this RFP, the terms "must", "shall", "should" and "may" identify the criticality of requirements. "must" and "shall" identify requirements whose absence will have a major impact on the



suitability of the proposed solution. Items labeled as “should” or “may” are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual “must” and “shall” items may not be fully satisfied, but it is the intent to satisfy most, if not all, “must” and “shall” requirements. The inability of an Offeror to satisfy a “must” or “shall” requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offeror's proposal.

- e. **Binding, Ownership:** The original proposal and copies if requested, should be bound or contained in a single volume where practical (ex: ring binder, spiral bound, stapled, etc.). All documentation submitted with the proposal should be contained in that single volume. Ownership of all data, materials and documentation originated and prepared for the state pursuant to the RFP shall belong exclusively to Radford University and be subject to public inspection in accordance with the Virginia Freedom of Information Act as specified in General Terms and Conditions.
- f. **Legal Agreement:** Unless noted in the proposal, a signed and submitted proposal certifies that the firm's principals or legal counsel has reviewed the Request for Proposal General Terms and Conditions and the Special Terms and Conditions and agrees that these provisions will become a part of any final agreement, and that the principals or legal counsel has reviewed and approved the firm's entire proposal prior to submission to the University.
4. **Presentations:** Offerors who submit a proposal in response to this RFP may be invited to give a presentation of their proposal to the University. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a **fact finding** and **explanation** session only and does not include negotiations. The University will schedule the time and location of these presentations. Presentations are an option for the University and may or may not be conducted.

Radford University expects Offerors who are invited to give an oral presentation will utilize the person or persons who will be working on the project to conduct the presentation so quality and experience of the contractor's staff can be evaluated prior to making the selection. See **Section XII** for the estimated schedule.

- B **Specific Proposal Requirements:** Proposals should be as thorough as possible so that Radford University may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal:

1. **Complete and Sign:** The return of the completed RFP inside cover sheet (See page 3) and addenda acknowledgements, if any, signed, and filled out as required.
2. **Description and Plan for Providing Services:** Within the Statement of Needs, include the specific methodology, approach, and plans for providing the proposed services to achieve desired results including:
  - a. **Contractor Responsibilities**
    - 1 A description of what specific services the Offeror proposes to provide to include but not be limited to proposed service technician hours to be used, when the services will be performed, by whom, and the anticipated time durations for typical services.
    - 2 Describe your plan on how service technicians will be utilized to fulfill the Contractor responsibilities as noted in Section VII.A.1.a and Section VII.A.1.b.
    - 3 Describe your plan for handling service calls for elevator services, both during working hours and outside of working hours.
    - 4 Provide a sample service document and machine room check chart.
    - 5 Provide a listing of elevator technicians to perform the services, their locations, and copies of certifications.
    - 6 Provide your plan for increasing service technician hours when additional elevators are added to the contract.
    - 7 Provide recommendations as to how you propose to offer cost analysis for elevator upgrades.

- 8 Provide details as to how you propose to procure repair parts.
    - 9 Provide projected timeline for delivery of services after contract award.
  - b. **Elevator Inspection and Testing.** Provide a breakdown of the service elements that are applicable to your company for performance specifications as noted in Section VII.A.2. Provide your approach to correct all deficiencies noted during the semi-annual and annual inspections.
  - c. **Repairs Not Covered Under PM Requirements.** Provide your approach on how you propose to repair or add additional equipment to elevators not covered under the PM agreement, to include work identified to accommodate code modifications.
  - d. **Obsolete Parts.** Provide details as to how you propose to handle replacement of parts defined as obsolete.
  - e. **Breakdowns and Shutdowns.** Provide details on how you propose to address breakdowns and shutdowns.
3. **Experience and Qualifications:** Within the Statement of Needs and Offeror Data Sheet (See **Attachment D**), as appropriate, include a written narrative statement to include:
- a. Describe your firm's size, history, experience, etc. in providing services described herein. Include where your central office is located and provide the following information:
    - 1 Provide locations of office(s) in Virginia.
    - 2 Provide office location from which services will be provided
    - 3 Describe your company's capability to respond to all emergency calls within 2 hours of notification.
  - b. Names, qualifications and experience of personnel to be assigned to the project, including an organizational chart, individual qualifications and duties, etc.
  - c. Resumes of key employees to be assigned to the project.
4. **References:** Provide references from at least four entities where contractor has provided similar services. See **Attachment D**
5. **Financial Proposal:** Provide a fee structure as described below associated with goods and services proposed to fulfill requirements. All labor rates shall be inclusive (fully burdened) and should incorporate financial considerations such as labor costs, overhead, contingency budgets, travel, profit, etc. See **Attachment G – Financial Proposal**
- a. Provide a price breakdown of total annual cost for each elevator for full maintenance and repair services as shown in Attachment G - Financial Proposal.
  - b. Provide an hourly labor rate for regular time and overtime. Regular time is defined as normal working hours from 8 a.m. to 5 p.m Monday through Friday, except on Virginia state holidays. Overtime is defined as any hours worked outside 8 a.m. to 5 p.m. Monday through Friday as well as on weekends and Virginia state holidays.
  - c. Provide a percentage off cost to be conveyed to the University for procurement of replacement parts that you feel would be excluded from contract.
6. **Identification on Proposal Envelope:** The signed proposal should be returned to the University to the attention of the identified Contract Officer in a sealed envelope or package with the following identifying information on the outside of the sealed envelope/package:



<b>Name of Offeror:</b>	<b>RFP# R19-003</b>
<b>Address:</b>	<b>Due Date:</b> October 5, 2018 <b>Time:</b> 3:00 PM
	<b>RFP Title:</b> Elevator Preventive Maintenance and Repair Services
<b>City, State, Zip Code</b>	<b>Name of Contract Officer:</b> Jeff Groseclose

## IX EVALUATION AND AWARD CRITERIA

- A. Evaluation Criteria:** Proposals will be evaluated for full compliance with the RFP requirements and the mandatory terms and conditions set forth within the RFP document. The objective of the Radford University Evaluation Committee will be to select the contractor that is most responsive to the herein described needs and represents the best value for Radford University.

The proposals will be evaluated by Radford University using the following weighted evaluation criteria.

	<b>Evaluation Criteria</b>	<b>Percentage of Points</b>
1	Qualifications and Relevant Experience	25%
2	Capabilities, Skills, and Capacity	20%
3	Approach and Methodology	25%
4	Financial Proposal	20%
5	SWaM - Participation of Small Businesses and Businesses Owned by Women and Minorities	10%
	<b>TOTAL</b>	<b>100%</b>

- B. Award of Contract:** Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation criteria included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offers so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the University shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. The University may cancel this Request for Proposal or reject proposals at any time prior to award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous (*Code of Virginia, § 2.2-4359D*) Code Section 2.2-4359D. Should the Commonwealth determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

## X. REPORTING AND DELIVERY REQUIREMENTS

- A.** The Contractor should provide the following reports to the Contract Administrator:

1. Upon completion of the work, the Contractor's employee(s) shall turn into the Facilities Management representative a copy of the work order, repair order, or a form on which, at a minimum, the following information is provided.
  - a. Name and address of contractor
  - b. Name of Contractor's employee in charge of the work

- c. Date(s) work was performed and hours expended
- d. Brief description of work performed including identification of equipment
- e. Signature of Contractor's employees and signature block for University's representative.

**Offerors should include sample of this type form they are currently using with their proposal.**

- B. The Contractor shall provide a quarterly report to the Radford University Director of Strategic Sourcing and Supplier Diversity detailing the small business subcontractor spending. See **Attachment F**. (This is only used if subcontracting opportunities exist.)

## **XI. MANDATORY SITE VISIT AND MANDATORY PRE-PROPOSAL CONFERENCE**

- A. A **mandatory site visit** will be required in order to submit a proposal. Offerors will have two (2) options to attend site visits. The first site visit will be held on September 5, 2018 at 1:00 pm. The second site visit will be held on September 10, 2018 at 9:00 am. The site visits will begin at the **Armstrong Complex located at 501 Stockton Street, Radford, VA 24142 in the Procurement and Contracts Conference Room (Room 231)** promptly at the start time. Radford University estimates site visits to last approximately three (3) hours. No admittance will be allowed to the site visits after the start time. Proposals will only be accepted from those offerors who visit the site at one of the appointed times above. Site visits will be evidenced by the representative's signature on an attendance roster. The purpose of the mandatory site visit is to allow potential offerors an opportunity to view the equipment included in this solicitation. Questions that arise during the site visit should be submitted in writing and will be clarified during the pre-proposal conference and as a written addendum to this solicitation.
- B. A **mandatory preproposal conference** will be on September 13, 2018 at 10:00 am at the **Armstrong Complex located at 501 Stockton Street, Radford, VA 24142 in the Procurement and Contracts Conference Room (Room 231)**. The purpose of this conference is to allow potential offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

Due to the importance of all offerors having a clear understanding of the specifications/scope of work and requirements of this solicitation, **attendance at this conference will be a prerequisite for submitting a proposal**. Proposals will only be accepted from those offerors that are represented at this preproposal conference. Attendance at the conference will be evidenced by the representative's signature on the attendance roster. No one will be admitted after the designated time.

Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

The Armstrong Complex is located directly across Main Street from Radford University's main campus and the exact location can be found by clicking here: [Radford University campus map](#).

- C. Potential Bidders may attend via teleconference in lieu of in person. Follow the instructions below to attend by teleconference:
  - a. **Join from PC, Mac, Linux, iOS or Android:** <https://radford.zoom.us/j/106625920>
  - b. **Join from a Telephone:**
    - Dial +1 408 638 0968
    - Enter Meeting ID 106625920



**XII. RFP ANTICIPATED SCHEDULE (Subject to change)**

- A. The schedule below provides the anticipated week ending date for several progress points within the RFP process, **all subject to change**. Note that the Proposal Due date and Pre-Proposal Conference date are exact dates, not a 'Week Ending' date.

<i>Action Item</i>	<i>Week Ending unless otherwise specified with exact date and time</i>
Issue RFP and Submit to Newspaper	August 28, 2018 (exact date)
Mandatory Pre-Proposal Conference Date	September 13, 2018 (exact date)
Proposals Due (see RFP page 2)	October 5, 2018 (exact date)
Proposal Evaluations to Procurement and Contracts	October 19, 2018
Response to Clarification Questions Due	October 26, 2018
Presentations (if required)	November 2, 2018
Subsequent Evaluations to Procurement and Contracts	November 9, 2018
Negotiations Begin	November 16, 2018
Notice of Award	December 1, 2018
Contract Award	December 1, 2018

**XIII. INVOICING AND PAYMENT:**

- A. The Contractor shall submit a fully itemized invoice that references the Radford University contract number, material description, quantities and unit prices, and Purchase Order number, if applicable. Invoices should be submitted on a monthly basis, dividing the agreed upon annual contract amount by twelve (12). Payment will be made thirty days after receipt of proper invoice for the amount of payment due, or thirty days after receipt of goods / services, whichever is later, in accordance with the Commonwealth of Virginia Prompt Payment Act. Mail or Email Invoice(s) to:

**RADFORD UNIVERSITY  
ACCOUNTS PAYABLE  
POST OFFICE BOX 6906  
RADFORD, VA 24142-6906  
Email: [acctspayable@radford.edu](mailto:acctspayable@radford.edu)**

**XIV. ATTACHMENTS**

Attachments A-C: Informational and Compliance  
 Sample Contract  
 General Terms and Conditions  
 Special Terms and Conditions  
 Attachments D-I: To be completed and submitted by Offeror  
 Offeror Data Sheet  
 COVA W-9 Request for Taxpayer Identification Number and Certification Form  
 SWaM Utilization Plan  
 Financial Proposal  
 RFP Response Checklist  
 Inspection Reports  
 VASCUPP Zone Map

**RFP R19-003 - Attachment A - SAMPLE CONTRACT****THIS PAGE FOR REFERENCE ONLY - DO NOT COMPLETE FOR RFP # R19-003 PROPOSALS**

**COMMONWEALTH OF VIRGINIA  
STANDARD CONTRACT**

Contract Number: Rxxxxx

This contract entered into this \_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, located at (insert complete physical address), hereinafter called the "Contractor" and Commonwealth of Virginia, **Radford University**, called the "Purchasing Agency, located at 801 East Main Street, Radford, VA. 24142."

- I. **WITNESSETH** that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements contained, agree as follows:
- II. **SCOPE OF WORK:** The Contractor shall provide the goods/services to the Purchasing Agency as set forth in the Contract Documents.
- III. **TERM OF CONTRACT:** From \_\_\_\_\_ through \_\_\_\_\_ with \_\_\_\_\_ **(1) year renewal options or as negotiated, to include all contractual provisions contained herein.**
- IV. **THE CONTRACT DOCUMENTS SHALL CONSIST OF:**
  - A. This signed form (Radford University Commonwealth of Virginia's Standard Contract inclusive of Commonwealth of Virginia General Terms and Conditions-Radford University and Special Terms and Conditions.
  - B. Radford University's Request for Proposal (RFP) Rxx-xxx dated \_\_\_\_\_, Addendum xxx dated \_\_\_\_\_ (list all addendums in this format). (Attachment A);
  - C. Contractor's Proposal signed and dated \_\_\_\_\_ (Attachment B);
  - D. Contractor's supplemental contract correspondence (Attachment C); (e.g., clarification and negotiation points) dated as follows:
    1. (list each document by title and execution date)
  - E. This Standard Contract identifies terms as negotiated and as agreed by both parties. In the event there is a conflict between the Standard Contract, Request for Proposal # Rxx-xxx, the Contractor's Proposal or Negotiation/Clarification points, the Standard Contract shall prevail.
- V. **FINANCIAL CONSIDERATIONS:**
- VI. **CONTRACT ADMINISTRATION:** [Include CA Special Term listing CA title with all contact information.]
- VII. **COMMONWEALTH OF VIRGINIA GENERAL TERMS AND CONDITIONS:**
- VIII. **SPECIAL TERMS AND CONDITIONS:** (Insert all applicable T/C's from the template located on the Procurement forms folder.)
- IX. **GOVERNING RULES:** This Contract is governed by the provisions of the Restructured Higher Education Financial and Administrative Operations Act, Chapter 4.10 (§23-38-88 et seq.) of Title 23 of the Code of Virginia, and in particular § 23-38.90 of

the Restructuring Act, referred to as the *"Governing Rules"* and the *Purchasing Manual for Institutions of Higher Education and Their Vendors."*

**IN WITNESS WHEREOF**, the parties have caused this Contract to be duly executed intending to be bound thereby.

**CONTRACTOR:**

Print Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**RADFORD UNIVERSITY**

Print Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**RFP R19-003 - Attachment B - General Terms and Conditions-Mandatory**

Radford University mandatory General Terms and Conditions are incorporated into this Request for Proposal by reference. It is the Offeror's responsibility to access the document by clicking on the link below. These terms and conditions are deemed mandatory for each solicitation issued by Radford University. The Offeror agrees to these mandatory General Terms and Conditions.

**RADFORD UNIVERSITY GENERAL TERMS AND CONDITIONS**



**RFP R19-003 - Attachment C****Preferred - Special Terms and Conditions****SPECIAL TERMS AND CONDITIONS – RADFORD UNIVERSITY**

1. **ACCEPTANCE PERIOD:** Any bid/proposal submitted in response to this solicitation shall be valid for (180) days. At the end of the (180) days, the bid/proposal may be withdrawn at the written request of the bidder/Offeror. If the bid/proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is canceled.
2. **ADDITIONAL GOODS AND SERVICES:** The University may acquire other goods and services that the supplier provides than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services as negotiated under the same terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services that are newly introduced during the term of this contract. Such additional goods and services will be provided to the University at favored nations pricing. The exact pricing of these good and services will be determined at the time of procurement.
3. **ASBESTOS:** Whenever and wherever during the course of performing any work under this contract, the Contractor discovers the presence of asbestos or suspects that asbestos is present, he shall stop the work immediately, secure the area, notify the building owner and await positive identification of the suspect material. During the downtime in such a case, the Contractor shall not disturb any surrounding surfaces but shall protect the area with suitable dust covers. In the event the Contractor is delayed due to the discovery of asbestos or suspected asbestos, then a mutually agreed extension of time to perform the work shall be allowed the Contractor but without additional compensation due to the time extension.
4. **CODES AND STANDARDS:** All materials, equipment, and installation work shall be in compliance with specifications contained herein and all applicable codes and standards to include the Virginia Uniform Statewide Building Codes.
5. **COMMUNICATIONS:** Communications regarding this Request for Proposals (RFP) shall be formal from the date of issue until either a Contractor has been selected or the University Procurement and Contracts Department rejects all proposals. Formal communications shall be directed to the University Procurement and Contracts Department. Informal communications including but not limited to, request for information, comments or speculations, regarding this RFP to any University employee other than a Procurement and Contracts Department representative may result in the offending Offeror's proposal being rejected.
6. **CONTINUITY OF SERVICES:**
  - A. The Contractor recognizes that the services under this contract are vital to the University and must be continued without interruption and that, upon contract expiration, a successor, either the University or another Contractor, may continue them. The Contractor agrees:
    - i. To exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor;

- ii. To make all University owned facilities, equipment, and data available to any successor at an appropriate time prior to the expiration of the contract to facilitate transition to successor; and
  - iii. That the University Contract Officer shall have final authority to resolve disputes related to the transition of the contract from the Contractor to its successor.
- B. The Contractor shall, upon written notice from the Contract Office, furnish phase-in/phase-out services for up to ninety (90) days after this contract expires and shall negotiate in good faith a plan with the successor to execute the phase-in/phase-out services. This plan shall be subject to the Contract Officer's approval.
- C. The Contractor shall be reimbursed for all reasonable, pre-approved phase-in/phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in/phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract. All phase-in/phase-out work fees must be approved by the Contract Officer in writing prior to commencement of said work.
7. **CONTRACTOR PERSONNEL:** All employees of the Contractor shall comply with the rules, regulations, policies and procedures of the University and shall maintain proper conduct. In the event the University finds, at its sole discretion, that an employee of the Contractor is objectionable to the University that employee shall be removed by the Contractor from the University grounds and shall not again be employed by the Contractor on University grounds until approved by the University.
8. **CONTRACTOR/SUBCONTRACTOR LICENSE REQUIREMENT:** By my signature on this solicitation, I certify that this firm/individual and subcontractor is properly licensed for providing the goods/services specified:

Contractor Name: ThyssenKrupp Elevator  
Contractor License # 2701002487  
Type A

Subcontract Name: \_\_\_\_\_  
License No. \_\_\_\_\_  
Type: \_\_\_\_\_

9. **CONTRACTOR REGISTRATION:** If a contract for construction, removal, repair or improvement of a building or other real property is for \$120,000 or more, or if the total value of all such contracts undertaken by bidder/offeror within any 12-month period is \$750,000 or more, the bidder/offeror is required under Title 54.1-1100, *Code of Virginia* (1950), as amended, to be licensed by the State Board of Contractors a "CLASS A CONTRACTOR." If such a contract is for \$10,000 or more but less than \$120,000, or if the total value of all such contracts undertaken by bidder/offeror within any 12-month period is between \$150,000 or more, but less than \$750,000 or more, the bidder is to be licensed as a "CLASS B CONTRACTOR." If such a contract is for \$1,000 or more but less than \$10,000, or if the Contractor does less than \$150,000 in business in a 12-month period, the bidder/offeror is required to be licensed as a "CLASS C CONTRACTOR." The board shall require a master tradesman license as a condition of licensure for electrical, plumbing and heating, ventilation and air conditioning Contractors. The bidder/offer shall place on the outside of the envelope containing the bid/proposal and shall place in the bid/proposal over his signature whichever of the following notations is appropriate, inserting his Contractor license number:



Licensed Class A Virginia Contractor No.: \_\_\_\_\_ Specialty: \_\_\_\_\_

Licensed Class B Virginia Contractor No.: \_\_\_\_\_ Specialty: \_\_\_\_\_

Licensed Class C Virginia Contractor No.: \_\_\_\_\_ Specialty: \_\_\_\_\_

If the bidder/offeror shall fail to provide this information on his bid/proposal or on the envelope containing the bid/proposal and shall fail to promptly provide said Contractor license number to the University in writing when requested to do so before or after the opening of the bid/proposal, he shall be deemed to be in violation of § 54.1-1115 of the *Code of Virginia* (1950) as amended, and his bid/proposal will not be considered.

If the bidder/offeror fails to provide the required license as requested by the University within a specific period of time, the bid/proposal shall not be considered for further evaluation.

- 10. CONTRACTOR'S TITLE TO MATERIALS:** No materials or supplies for the work shall be purchased by the Contractor or by any subcontractor subject to any chattel mortgage or under a conditional sales or other agreement by which an interest is retained by the seller. The Contractor warrants that he has clear title to all materials and supplies for which he invoices for payment.

- 11. DELIVERY AND STORAGE:** It shall be the responsibility of the Contractor to make all arrangements for delivery, unloading, receiving and storing materials in the building during installation. The University will not assume any responsibility for receiving these shipments. Contractor shall check with the University and make necessary arrangements for security and storage space in the building during installation.

- 12. FINAL INSPECTION:** At the conclusion of the work, the Contractor shall demonstrate to the authorized University's representative that the work is operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the Contractor at the Contractor's sole expense prior to final acceptance of the work.

- 13. IDENTIFICATION OF PROPOSAL ENVELOPE:** The signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

**From:**

<b>Name of Offeror:</b>	<b>RFP# R19-003</b>
<b>Address:</b>	<b>Due Date:</b> October 5, 2018 <b>Time:</b> 3:00 PM
	<b>RFP Title:</b> Elevator Preventive Maintenance & Repair Services
<b>City, State, Zip Code</b>	<b>Name of Contract Officer:</b> Jeff Groseclose

This envelope should be addressed as directed on the Request for Proposal Cover Sheet of this solicitation. If a proposal not contained in the special envelope is mailed, the offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other offers should be placed in the envelope.

- 14. INDEMNIFICATION:** Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature furnished by the Contractor,



provided that such liability is not attributable to the sole negligence of the using agency or to failure of the issuing agency to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, goods or equipment delivered.

15. **KEYS:** If the Contractor is given keys to University property (ies) for this project, it is the Contractor's responsibility to return the keys when the contract is terminated, as well as for safekeeping of the keys during the contract period. The Contractor shall not loan or duplicate the keys. In the event the Contractor loses the keys, the Contractor will be charged for the replacement of the keys and any locks which are required to be rekeyed or replaced inclusive of material and labor costs incurred by the University.
16. **LABELING OF HAZARDOUS SUBSTANCES:** If the items or products requested by this solicitation are "Hazardous Substances" as defined by § 1261 of title 15 of the United States Code (U.S.C.) or "Pesticides" as defined in § 136 of Title 7 of the United States Code; then the bidder/offeror, by submitting his bid/proposal, certifies and warrants that the items or products to be delivered under this contract shall be properly labeled as required by the foregoing sections and that by delivering the items as products the bidder/offeror does not violate any of the prohibitions of Title 15 U.S.C. § 1263 or Title 7 U.S.C. § 136
17. **LICENSE/REGISTRATION:** The Contractor shall possess and maintain through the period of the contract performance, all licenses required by Federal or Commonwealth of Virginia Laws or Regulations for the performance of any and all work required by this contract. Contractor shall provide written proof of licensing/registration when requested by the University.
18. **MAINTENANCE MANUALS:** The Contractor shall provide with each piece of equipment an operations and maintenance manual with wiring diagrams, parts list, and a copy of all warranties.
19. **SAFETY DATA SHEETS:** Safety Data Sheets (SDS), formatted to conform to the Globally Harmonized System and descriptive literature shall be provided with the bid/proposal for each chemical and/or compound offered. Failure on the part of the bidder/offeror to submit such data sheets may be cause for declaring the bid/proposal as nonresponsive.
20. **ORDER PLACEMENT:** The University does not place verbal orders for Goods and Services. The University may only place orders for Goods and Services by issuing a formal written Purchase Order in advance delivery of Goods and Services. If the Contractor provides Goods and Services prior to receipt of a formal written Purchase Order or incurs costs in excess of authorized purchase order fee amounts, it does so at its own risk.
21. **PARKING POLICY:** All Contractors' vehicles parked on the Radford University campus must be registered with the Radford University Parking Services Department and display a valid Contractor's parking pass. A pass may be obtained by filling out an application for a Radford University Contractor's Parking Pass and submitting it to the Radford University Parking Services Department. Contractors should be aware that vehicles parked on the Radford University campus without a parking pass or permit are subject to ticketing and fines. Operating vehicles on sidewalks, plazas, and areas heavily occupied by pedestrians is prohibited. In the unlikely event a driver should find it necessary to drive on Radford University sidewalks, plazas and areas heavily used by pedestrians, the driver must yield to pedestrians. For a complete list of parking regulations, please go to <http://parking.asp.radford.edu/>. Radford University Parking Services may also be contacted by calling (540) 831-6361. The safety of our students, faculty and staff is of paramount importance to us. Accordingly, violators may be charged.
22. **PUBLIC POSTING OF COOPERATIVE CONTRACTS:** Radford University maintains a web-based contract database with a public gateway access. Any resulting cooperative contract(s) to this solicitation will be posted to the publicly accessible website. Contents identified as proprietary information will not be made public.



**23. REFERENCES:** Bidder shall provide a list of at least four (4) references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person and telephone number.

**24. RENEWAL OF CONTRACT:** This contract may be renewed by the University for three (3) successive one-year periods, or as negotiated, under the terms and conditions of the original contract except as stated in A. and B. below. Price increases may be negotiated only at the time of renewal. Written notice of the University's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.

- A. If the University elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one-year shall not exceed the contract price(s) of the original contract increased/decreased by more than the percentage increase/decrease of the "services" category of the Consumer Price Index for All Urban Consumers (Current Series) <CPI-U> released by the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
- B. If during any subsequent renewal periods, the University elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the "services" category of the Consumer Price Index for All Urban Consumers (Current Series) released by the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

**25. SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:**

- It is the goal of the Commonwealth that 42% of its purchases are made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All potential bidders/offers are required to submit a Small Business Subcontracting Plan. Unless the bidder/offeror is registered as a DSBSD-certified small business and where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the Contractor is encouraged to offer such subcontracting opportunities to DSBSD-certified small businesses. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification. No bidder/offeror or subcontractor shall be considered a Small Businesses, a Women-Owned Business or a Minority-Owned Businesses unless certified as such by the Department of Small Business and Supplier Diversity (DSBSD) by the due date for receipt of bids or proposals. If a small business subcontractors are used, the prime Contractor agrees to report the use of small business subcontractors by providing the purchasing office at a minimum the following information: name of small business with the DSBSD certification number or FEIN, phone number, total dollar amount subcontracted, category type (small, women-owned, minority-owned), and type of product/service provided. **This information shall be submitted to: Radford University Procurement and Contracts Office, ATTN: SWAM Subcontracting Compliance, Post Office Box 6885, Radford, Virginia 24142.**
- Each prime Contractor who wins an award in which the provision of a small business subcontracting plan is a condition of the award, shall deliver to the University with every request for payment, evidence of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the small business subcontracting plan. **This information shall be submitted to: Radford University Procurement and Contracts Office, ATTN: SWAM Subcontracting Compliance, Post Office Box 6885, Radford, Virginia 24142.** When such business has been

subcontracted to these firms and upon completion of the contract, the Contractor agrees to furnish the purchasing office at a minimum the following information: name of firm with the DSBSD certification number of FEIN number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product or service provided. Payment(s) may be withheld until compliance with the plan is received and confirmed by the University. The University reserves the right to pursue other appropriate remedies to include but not be limited to, termination for default.

- Each prime Contractor who wins an award valued over \$200,000 shall deliver to the University with every request for payment, information on use of subcontractors that are not DSBSD-certified small businesses. When such business has been subcontracted to these firms and upon completion of the contract, the Contractor agrees to furnish the purchasing office at a minimum the following information: name of firm, phone number, FEIN number, total dollar amount subcontracted, and type of product or service provided. **This information shall be submitted to: Radford University Procurement and Contracts Office, ATTN: SWAM Subcontracting Compliance, Post Office Box 6885, Radford, Virginia 24142.**

26. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the University. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assume compliance with all requirements of the contract.
27. **TRANSPORTATION AND PACKAGING:** By submitting their (bids/proposals), all (bidders/offerors) certify and warrants that the price offered for FOB Destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.
28. **WARRANTY (COMMERCIAL):** The Contractor agrees that the goods or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the Contractor gives any customer for such goods or services and that the rights and remedies provided therein are in addition to and do not limit those available to the University by any other clause of this solicitation. A copy of this warranty should be furnished with the bid/proposal.
29. **WORK SITE DAMAGES:** Any damage to existing utilities, equipment of finished surfaces resulting from the performance of this contract shall be repaired to the University's satisfaction at the Contractor's expense.



**RFP R19-003 - Attachment D - Offeror Data Sheet**

Attachment D is to be completed and submitted by the Offeror as part of a complete Proposal.

\*Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your offer nonresponsive.

<b>Qualifications:</b> The Offeror must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.	
<b>Vendor's Primary Contact for this RFP:</b>	
<b>NAME:</b> Kate Hancock	<b>TITLE:</b> Account Manager
<b>PHONE:</b> (540) 561-4774	<b>EMAIL:</b> kate.hancock@thyssenkrupp.com
<b>Years in Business:</b> Indicate the length of time the Offeror's company has been in business providing the type of good or service to the type of customer detailed in this RFP:	
<b>YEARS:</b> 50+	<b>MONTHS:</b>
<b>References:</b> Indicate below a listing of at least four (4) current or recent accounts (educational, commercial or governmental) that your company is servicing, has serviced, or has provided similar goods/services. Include the length of service and the name, address and telephone number of the point of contact. The Contact should be knowledgeable about the design, implementation, training, and service the Offeror's company provided to the referenced company.	
<b>1) Company:</b> (See references attachment)	<b>Contact Name and Title:</b>
<b>Phone:</b> ( )	<b>Email:</b>
<b>Fax:</b> ( )	
<b>Project:</b>	
<b>Dates of Service:</b>	<b>\$ Value:</b>
<b>2) Company:</b>	
<b>Contact Name and Title:</b>	
<b>Phone:</b> ( )	<b>Email:</b>
<b>Fax:</b> ( )	
<b>Project:</b>	
<b>Dates of Service:</b>	<b>\$ Value:</b>

<b>3) Company:</b>	<b>Contact Name and Title:</b>
<b>Phone:</b> (    )	<b>Email:</b>
<b>Fax:</b> (    )	
<b>Project:</b>	
<b>Dates of Service:</b>	<b>\$ Value:</b>
<b>4) Company:</b>	<b>Contact Name and Title:</b>
<b>Phone:</b> (    )	<b>Email:</b>
<b>Fax:</b> (    )	
<b>Project:</b>	
<b>Dates of Service:</b>	<b>\$ Value:</b>



**LOST ACCOUNTS:** If you have lost accounts in the past (12) twelve months please indicate below providing the reasons as to why.

5) Company: [REDACTED]		Contact Name and Title: [REDACTED]	
Phone: [REDACTED]		Email: [REDACTED]	
Fax: ( )			
Project: Elevator Maintenance, Lost due to Price			
Dates of Service: 1/2012 - Nov 2017		\$ Value: [REDACTED]	
6) Company: [REDACTED]		Contact Name and Title: [REDACTED]	
Phone: [REDACTED]		Email: [REDACTED]	
Fax: ( )			
Project: [REDACTED] Lost due to change in ownership			
Dates of Service: 11/1/16 - 12/1/17		\$ Value: \$ [REDACTED]	

**RFP R19-003 - Attachment E**  
**COVA W-9 Request for Taxpayer Identification Number and Certification**

Effective February 1, 2016 Radford University began using the Commonwealth of Virginia's new financial management system, Cardinal, with which the University is required to interface. Within Cardinal, a statewide vendor table has been created to establish a single vendor database for the Commonwealth. As a result, the Commonwealth Vendor Group (CVG) was created to keep up to date vendor records and to ensure all vendor data is managed uniformly and consistently.

All vendors must be properly established Virginia's eProcurement Portal, eVA, for the purchase of goods and services. Vendors are encouraged to become self-registered with eVA prior to doing business with Radford University. Please visit the eProcurement Portal for additional information at the following link <https://eva.virginia.gov/pages/eva-i-sell-to-virginia.htm>. A vendor will be required to submit a W9 to eVA when they register. The Commonwealth of Virginia has a Substitute W-9 (COVA W-9) that is required in lieu of the IRS W-9 form for each individual who is a US citizen or US resident alien and from each corporation, company, partnership, or association created or organized in the US or under the US laws. The COVA W-9 requires additional information that is needed by the CVG to ensure the vendor is properly established in Cardinal. Once a vendor is established in eVA their information will be integrated into Cardinal. \*Updated by Kim McKinney, RU Accounting Services\_2.24.2017.

**Please note the COVA W-9 should be completed by the vendor and returned with their proposal as directed in the RFP.**

**RFP R19-003 - Attachment F - SWaM Utilization Plan**

Attachment F, Table A is to be completed and submitted by the Offeror as part of a complete Proposal.

- A. Table A - Complete the SWaM Utilization Plan table below and submit with Proposal. See [www.sbsd.virginia.gov](http://www.sbsd.virginia.gov) for additional information on DSBSD certification.

SWaM Vendor Name, Address, Phone	Virginia DSBSD Certification # and Expiration	Knowledgeable Contact Name, Title, Email	Goods/Services to be Provided	\$ Planned Spend and % of Total \$
Emco Elevator, LLC 8639 Laurel Lakes Ct. Laurel, MD 20707	D320127209	Jill Tracy, Manager	Elevator supplies/ services	320K, 2%
Quality Elevator, Inc, 4800 Goshuvers Bladensburg, MD 20710	US9769 6-23-2019	James Snider jsnider@qualityelevator.com	Elevator supplies	10K, 1%
Ryanika Valley Elevator Inspection PO Box 12174 Roanoke, VA 24023	700 573 7/27/2023	Jennifer Noell, manager jtn@rveinspection.com	Inspection	2K, 1%

\*This information will be used to determine percentage of points assigned to Evaluation Criteria if Offeror is not a DSBSD SWaM certified vendor.

- B. Table B is not to be completed for the proposal. If a contract is awarded, the contractor shall provide the below quarterly report to Radford University's Director of Strategic Sourcing and Supplier Diversity detailing the small business utilization actual spending. The quarterly report will be due the first week of the subsequent month for each quarter year, consisting of Jan-Mar, Apr-Jun, Jul-Sep, and Oct-Dec. The report must be submitted to the following address (email preferred):

Radford University  
Director of Strategic Sourcing and Supplier Diversity  
POB 6885  
Radford, Virginia 24142  
amah@radford.edu

Table B is on the following page for reference only - do not complete the Quarterly SWaM Subcontractor Expenditure Reporting Form as part of the proposal.



**THIS PAGE FOR REFERENCE ONLY - DO NOT COMPLETE FOR RFP R19-003 PROPOSALS**

**Radford University**  
**Quarterly SWaM Subcontractor Expenditure Reporting Form**

The subcontractor expenditure information provided on this form will be submitted in an electronic dashboard on behalf of Radford University to the Virginia Department of Small Business and Supplier Diversity (DSBSD). Provide all information requested for actual expenditures for the monthly billing period.

**Reporting Period:** Fiscal Year \_\_\_\_\_ Quarter Ended \_\_\_\_\_

**Prime Contractor Information:** Complete one form for each Prime Contractor.

Company Name: _____	Company Contact: _____
Company Address: _____	Company Tax ID: _____
_____	RU Contract/Project ID: _____
_____	_____

**Subcontracting Expenditures:** The amount paid by prime contractors to DSBSD-certified SWaM business for work directly traceable to the fulfillment of a contract or project with Radford University.

**Table B:**

Subcontractor Name	Subcontractor Tax ID	Category * (MB/WB/SB)	Subcontractor Dollar Amount	DSBSD Certification Number

\* Category: (MB) Minority Business, (WB) Women-owned Business, and (SB) Small Business.  
 (Attach additional pages if necessary)

**Summary of Expenditures by SWaM Category**

Total Subcontracting Amount with Minority Businesses (MB)	Total Subcontracting Amount with Women-owned Business (W)	Total Subcontracting Amount with Small Business (SB)

<b>Submitted by:</b> _____	<b>Name:</b> _____
<b>Title:</b> _____	<b>Signature</b> _____
<b>Telephone:</b> _____	<b>Title</b> _____

**RFP R19-003 - Attachment G - Financial Proposal**

Attachment G is to be completed and submitted by the Offeror as part of a complete Proposal. Offerors shall identify **all** costs associated with providing the services as specified in this document.

- 1) Offerors should submit a fee structure as described in section VIII.B.5 of this document associated with goods or services proposed to fulfill requirements as described in this document. See section VIII.B.5 for complete details and requirements for Financial Proposal.
- 2) Indicate allowed discounts for payment terms less than n30 days.

**FINANCIAL PROPOSAL:**

\*Note: The Financial Proposal may be applied to the Offeror's form/template and included in their proposal, but should include all aspects of Section VIII.B.5.

**A. Annual Price – Elevator Preventive Maintenance**

<b>Item</b>	<b>Elevator Location</b>	<b>Type</b>	<b>Make</b>	<b>Year Installed</b>	<b>Annual Price</b>
1.	Bolling Hall	Hydraulic	ThyssenKrupp	2015	\$
2.	Center for the Sciences	Machine Roomless Traction (Passenger)	ThyssenKrupp	2015	\$
3.	Center for the Sciences	Machine Roomless Traction (Passenger)	ThyssenKrupp	2015	\$
4.	CHBS Building	Machine Roomless Traction (Passenger)	Kone	2016	\$
5.	CHBS Building	Machine Roomless Traction (Passenger)	Kone	2016	\$
6.	CHBS Building	Machine Roomless Traction (Passenger)	Kone	2016	\$
7.	Cook Hall	Hydraulic	Otis	1998	\$
8.	Cupp Stadium	Hydraulic	ThyssenKrupp	2001	\$
9.	Curie Hall <sup>1</sup>	Hydraulic	ThyssenKrupp	2012	\$
10.	Dalton Hall	Hydraulic (Passenger)	Dover	1991	\$
11.	Dalton Hall	Hydraulic (Freight)	Otis	2015	\$
12.	Dalton Hall	Hydraulic (Passenger)	United	2004	\$
13.	Davis Hall	Hydraulic	U.S. Elevator	1988	\$
14.	Dedmon Center	Hydraulic	Westinghouse	1980	\$
15.	Draper Hall	Hydraulic	ThyssenKrupp	2016	\$

<b>Item</b>	<b>Elevator Location</b>	<b>Type</b>	<b>Make</b>	<b>Year Installed</b>	<b>Annual Price</b>
16.	Floyd Hall•	Hydraulic	Dominion	2002*	\$
17.	Heth Hall	Hydraulic	Dominion	1973	\$
18.	Hurlburt Student Center	Hydraulic	Cemco	2005	\$
19.	Ingles Hall	Hydraulic	Dover	1996	\$
20.	Jefferson Hall	Hybrid (Hydraulic/Traction)	Dominion	1967	\$
21.	Kyle Hall	Hydraulic	Schindler	2012	\$
22.	Kyle Hall	Hydraulic	Schindler	2012	\$
23.	Madison Hall	Hybrid (Hydraulic/Traction)	Dominion	1967	\$
24.	Martin Hall	Hydraulic	Dover	1995	\$
25.	McConnell Library	Hydraulic	Imperial	1965	\$
26.	McConnell Library	Hydraulic	Otis	1994	\$
27.	McConnell Library	Hydraulic	Otis	1995	\$
28.	McGuffey Hall	Hydraulic	Dover	1995	\$
29.	Moffett Hall	Hybrid (Hydraulic/Traction)	Virginia Control	2012	\$
30.	Moffett Hall	Hybrid (Hydraulic/Traction)	Virginia Control	2012	\$
31.	Muse Hall B Wing	Hydraulic	Dover	1970	\$
32.	Muse Hall C Wing	Hydraulic	Dover	1970	\$
33.	Muse Hall Main Lobby	Machine Roomless Traction (Passenger)	Schumacher	2017	\$
34.	Muse Hall Main Lobby	Machine Roomless Traction (Passenger)	Schumacher	2017	\$
35.	Muse Hall Main Lobby	Machine Roomless Traction (Passenger)	Schumacher	2017	\$
36.	Muse Hall Main Lobby	Machine Roomless Traction (Passenger)	Schumacher	2017	\$
37.	Muse Hall Kitchen	Hydraulic	Schumacher	2017	\$
38.	Norwood Hall	Hydraulic	Dover	1985	\$
39.	Peery Hall•	Hydraulic	Dominion	2003*	\$



Item	Elevator Location	Type	Make	Year Installed	Annual Price
40.	Peters Hall	Hydraulic	Elevator Tech	1990	\$
41.	Pocahontas Hall	Hydraulic	ThyssenKrupp	2015	\$
42.	Porterfield Hall	Hydraulic (Freight)	Dover	1971	\$
43.	Porterfield Hall	Hydraulic (Stage Lift)	Dover	1971	\$
44.	Porterfield Hall East	Hydraulic	Dover	1982	\$
45.	Preston Hall	Hydraulic (Organ Lift)	Monarch	1957	\$
46.	Russell Hall	Hydraulic	Dover	1985	\$
47.	SELU	Hydraulic	Concord	2006	\$
48.	Stuart Hall•	Hydraulic	Dominion	2004*	\$
49.	Student Recreation & Wellness Center	Hydraulic	ThyssenKrupp	2014	\$
50.	Tyler Hall	Hydraulic	Dover	1994	\$
51.	Trinkle Hall•	Hydraulic	Dominion	2005*	\$
52.	Waldron Hall	Hydraulic	Dover	2000	\$
53.	Walker Hall	Hydraulic	Dover	1994	\$
54.	Washington Hall	Hydraulic	Dominion	1967	\$
55.	Whitt Hall	Hydraulic	ThyssenKrupp	2017	\$
56.	Young Hall	Hydraulic	Westinghouse	1982	\$
57.	Covington Hall	Hydraulic (Wheelchair Lift)	Concord	2008	\$
	<b>GRAND TOTAL SUM – ANNUAL PRICE</b>				\$



**B. Labor Rate for Repairs Not Covered Under Preventive Maintenance Requirements:**

Description	Regular Time Price per Hour	Overtime Price per Hour
1. Mechanic	\$ 195.00	\$ 390.00
2. Assistant Mechanic	\$ 165.75	\$ 331.50

**C. Repair Parts Not Covered Under Preventive Maintenance Requirements:**

Percentage Discount:	20 % 1.5x
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<sup>1</sup> Elevator will be back online Fall 2019.

•Single Bottom Jack.

\*Elevators installed in 1965, upgraded in year indicated.

**RFP R19-003 - Attachment H - RFP Response Checklist**

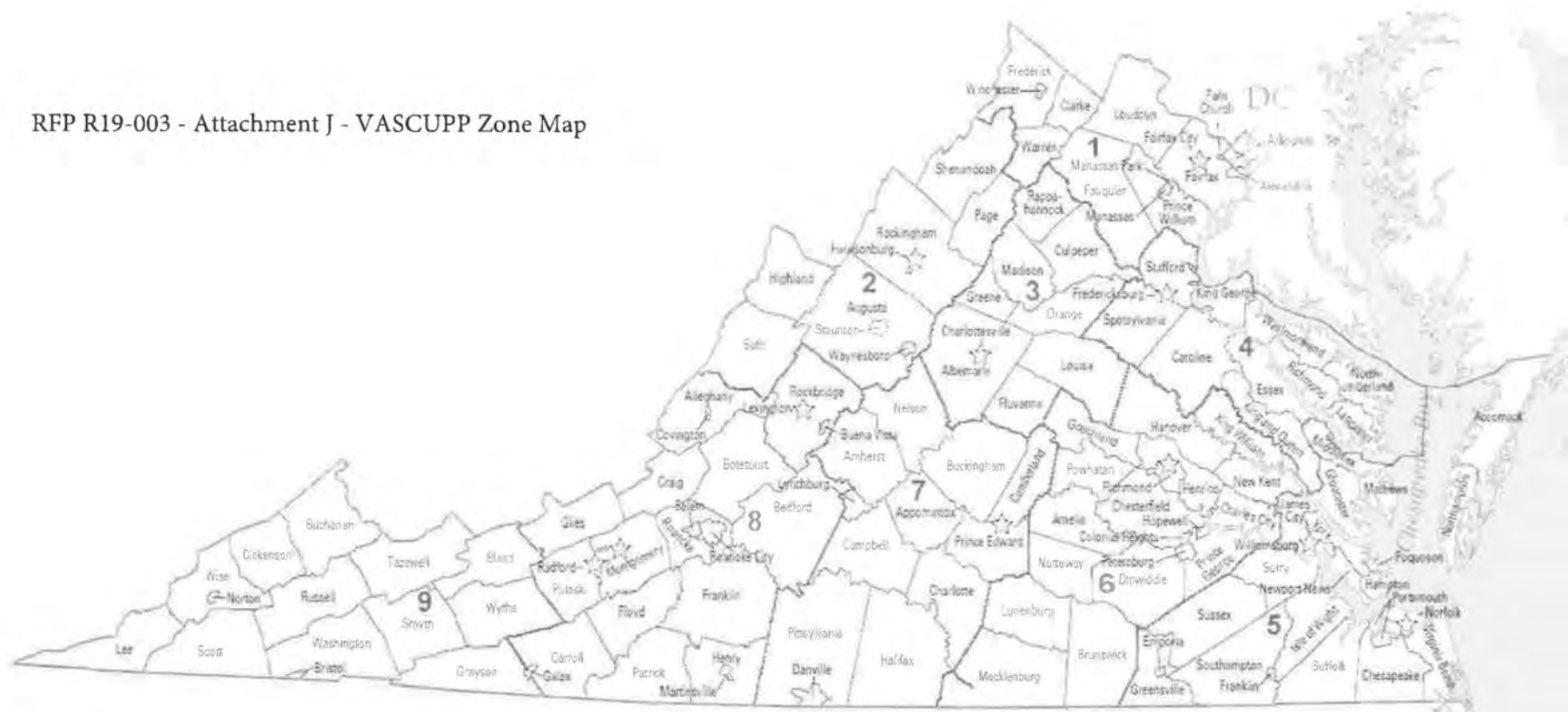
The following items that are checked, are required as part of your RFP submission.

- ☒ Completed and Signed Legal Name, Address and additional information, inside cover sheet (Page \_\_)
- ☒ Detailed RFP Response per Section VIII, Proposal Preparation and Submission
- ☒ Acknowledge of Addendum(s) to RFP
- ☒ Attachment D – Offeror Data Sheet
- ☒ Attachment E – COVA W9
- ☒ Attachment F - SWaM Utilization Plan
- ☒ Attachment G – Financial Proposal
- ☐ Certificate of Insurance
- ☒ Contractor's License

**RFP R19-003 - Attachment I - Inspection Reports**

**Annual Inspection Reports are included as an Attachment to RFP R19-003 as a separate document.**

RFP R19-003 - Attachment J - VASCUPP Zone Map



## Virginia Association of State College & University Purchasing Professionals (VASCUPP)

### List of member institutions by zones

#### Zone 1

George Mason University (Fairfax)

#### Zone 4

University of Mary Washington (Fredericksburg)

#### Zone 7

Longwood University (Farmville)

#### Zone 2

James Madison University (Harrisonburg)

#### Zone 5

College of William and Mary (Williamsburg)

Old Dominion University (Norfolk)

#### Zone 8

Virginia Military Institute (Lexington)

Virginia Tech (Blacksburg)

Radford University (Radford)

#### Zone 3

University of Virginia (Charlottesville)

#### Zone 6

Virginia Commonwealth University (Richmond)

#### Zone 9



<b>Form W-9</b> (Rev. November 2017) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer Identification Number and Certification</b> ▶ Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
<b>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</b> <div style="font-size: 1.2em; font-family: cursive;">Thyssen Krupp Elevator Corporation</div>		
<b>2 Business name/disregarded entity name, if different from above</b> 		
<b>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</b>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Individual/sole proprietor or single-member LLC  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____  <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ▶ _____         </div> <div style="width: 45%;"> <input type="checkbox"/> C Corporation    <input checked="" type="checkbox"/> S Corporation    <input type="checkbox"/> Partnership    <input type="checkbox"/> Trust/estate         </div> </div>		
<b>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</b> Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>		
<b>5 Address (number, street, and apt. or suite no.) See instructions.</b> <div style="font-size: 1.2em; font-family: cursive;">7746 Garland Circle</div>		Requester's name and address (optional)
<b>6 City, state, and ZIP code</b> <div style="font-size: 1.2em; font-family: cursive;">Roanoke, VA 24019</div>		
<b>7 List account number(s) here (optional)</b> 		

<b>Part I Taxpayer Identification Number (TIN)</b>	
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.	
<b>Note:</b> If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.	
Social security number <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	or Employer identification number <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

<b>Part II Certification</b>	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and	
3. I am a U.S. citizen or other U.S. person (defined below); and	
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	

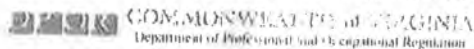
<b>Sign Here</b>	Signature of U.S. person ▶ <div style="font-size: 1.2em; font-family: cursive;">My/KW</div>	Date ▶ <div style="font-size: 1.2em; font-family: cursive;">7/10/18</div>
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<b>General Instructions</b> Section references are to the Internal Revenue Code unless otherwise noted. <b>Future developments.</b> For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> . <b>Purpose of Form</b> An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following. <ul style="list-style-type: none"> <li>• Form 1099-DIV (dividends, including those from stocks or mutual funds)</li> <li>• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)</li> <li>• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)</li> <li>• Form 1099-S (proceeds from real estate transactions)</li> <li>• Form 1099-K (merchant card and third party network transactions)</li> <li>• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)</li> <li>• Form 1099-C (canceled debt)</li> <li>• Form 1099-A (acquisition or abandonment of secured property)</li> </ul> Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.	• Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.
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<b>EXPIRES ON</b> 02-29-2020	<b>COMMONWEALTH of VIRGINIA</b> Department of Professional and Occupational Regulation 9961 Mayland Drive, Suite 400, Richmond, VA 23233 Telephone: (804) 367-8500	<b>NUMBER</b> 2701002487
<b>BOARD FOR CONTRACTORS</b> <b>CLASS A CONTRACTOR</b> <b>*CLASSIFICATIONS* EEC</b>		
	<b>THYSSENKRUPP ELEVATOR CORPORATION</b> 114 TOWNPARK DRIVE NW SUITE 300 KENNESAW, GA 30144	
Status can be verified at <a href="http://www.dpor.virginia.gov">http://www.dpor.virginia.gov</a>		

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)



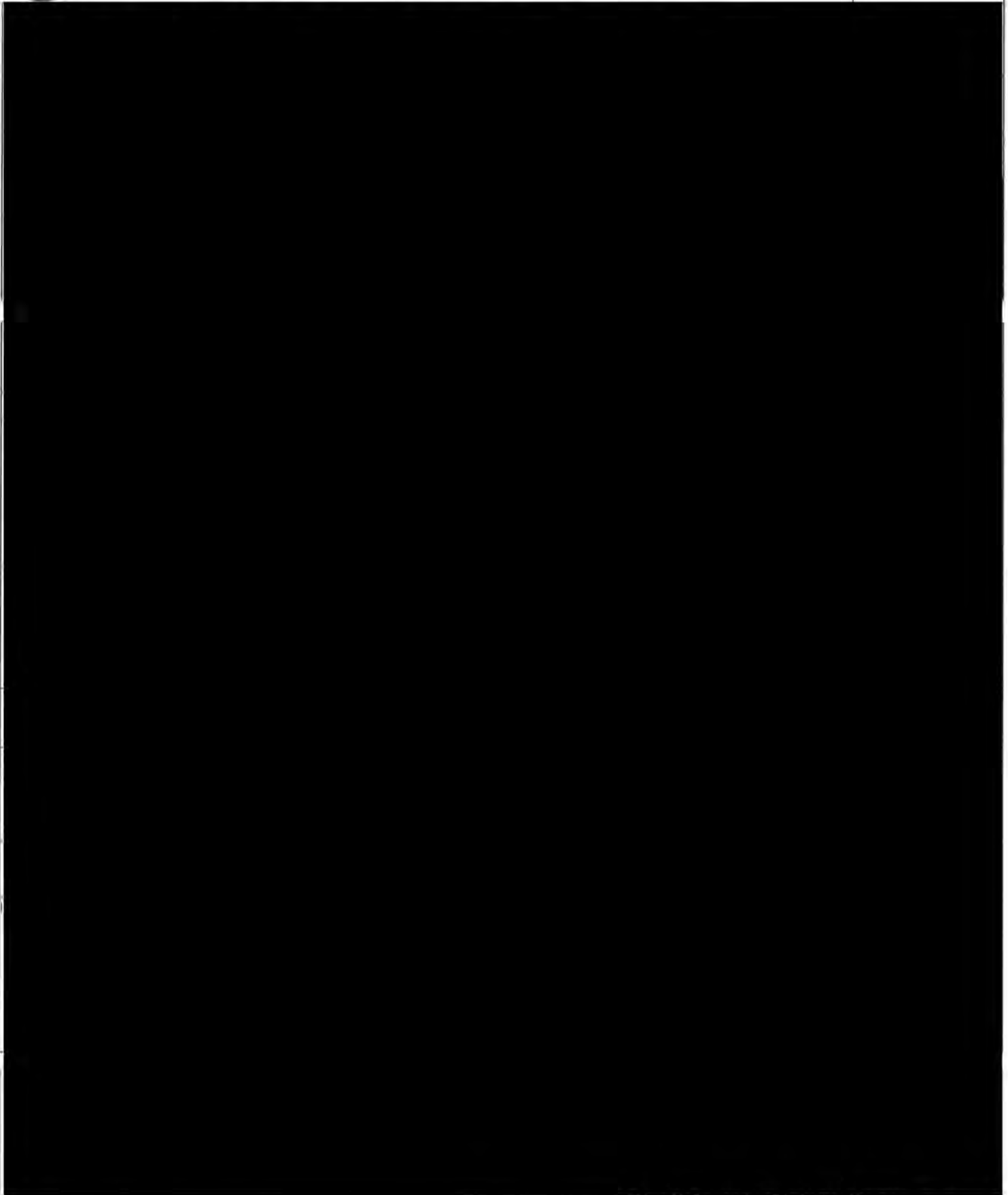
DPOR-LIC (02/2017)

**CLASS A BOARD FOR CONTRACTORS**  
**CONTRACTOR****\*CLASSIFICATIONS\* EEC****NUMBER: 2701002487 EXPIRES: 02-29-2020****THYSSENKRUPP ELEVATOR CORPORATION**  
114 TOWNPARK DRIVE NW  
SUITE 300  
KENNESAW, GA 30144Status can be verified at <http://www.dpor.virginia.gov>



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
SPECIMEN





**Addendum No. 1**  
**September 12, 2018**

**TO ALL OFFERORS:**

Reference:	R19-003
Title:	Elevator Preventive Maintenance and Repair Services
Dated:	August 28, 2018
For Delivery To:	RADFORD UNIVERSITY Procurement and Contracts David E. Armstrong Complex 501 Stockton Street Radford, Virginia 24142-6885
Original Proposal Due Date/Time:	October 5, 2018 (Changing to October 19, 2018)
Pre-Proposal Conference to be Held:	September 26, 2018 at 1:30 PM

**Amendments:**

1. **Section IX.B** shall be changed to read as follows:

A **mandatory preproposal conference** will be held on **September 26, 2018 at 1:30 PM** at the **Armstrong Complex located at 501 Stockton Street, Radford, VA 24142 in the Procurement and Contracts Conference Room (Room 231)**. The purpose of this conference is to allow potential offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation. This conference is only for those offerors who attended the previously held mandatory site visits

Due to the importance of all offerors having a clear understanding of the specifications/scope of work and requirements of this solicitation, **attendance at this conference will be a prerequisite for submitting a proposal**. Proposals will only be accepted from those offerors that are represented at this preproposal conference and the previously held mandatory site visits. Attendance at the conference will be evidenced by the representative's signature on the attendance roster. No one will be admitted after the designated time.

Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

The Armstrong Complex is located directly across Main Street from Radford University's main campus and the exact location can be found by clicking here: [Radford University campus map](#).

2. Sealed Proposal Due Date/Time shall be changed to read as follows:

**SEALED PROPOSALS DUE DATE/TIME:** October 19, 2018 up to and including 3:00 PM Eastern Daylight Savings Time

3. Deadline for written questions/inquiries shall be changed to read as follows:

**QUESTIONS/INQUIRIES:** All inquiries for information shall be directed to: Jeff Groseclose at [jbgrosec@radford.edu](mailto:jbgrosec@radford.edu) or 540-831-5634. Written questions must be submitted no later than close of business October 1, 2018

4. **Section II.B, Specific Background** shall be changed to read as follows:

**B. Specific Background:** The University currently has fifty-four (54) elevators and three (3) lift elevators that require full maintenance and repair services (see elevator listing, Financial Proposal, Attachment G). The University will remove and add elevators as campus buildings are being renovated or as new buildings are completed and new elevators are put in service. We house students with wheelchair or other disabilities, which makes it imperative that all the elevators remain in working condition at all times.

1. The Contractor is responsible for repairs to the elevators which includes obsolete or outdated parts. We have several elevators that are older and some repair parts may have to be fabricated or alternate parts located to keep the elevator in working order. The Contractor should be responsible for all costs (parts and labor) which should be included in the elevator yearly costs unless otherwise noted by Offeror in their proposal response.
2. The average full maintenance spend over the previous five-year period is estimated at \$84,000 annually. Our current contractor is ThyssenKrupp Elevator Corporation.

5. **Attachment G – Financial Proposal, Section A. Annual Price – Elevator Preventive Maintenance** shall be changed to read as follows:



#	Building Name	Type	Company / Year Installed		Controller / Year Installed		Power Unit/ Year Installed		Annual Price
1	Bolling Hall	Hydraulic	ThyssenKrupp	2015	TKE - TAC32	2015	ThyssenKrupp	2015	\$ 129. <sup>00</sup>
2	Center for the Sciences	Machine Roomless (MRL) Traction (Passenger)	ThyssenKrupp	2015	TKE - TAC5004	2015	ThyssenKrupp	2015	\$ 375. <sup>00</sup>
3	Center for the Sciences	Machine Roomless (MRL) Traction (Passenger)	ThyssenKrupp	2015	TKE - TAC5004	2015	ThyssenKrupp	2015	\$ 375. <sup>00</sup>
4	CHBS Building	Machine Roomless (MRL) Traction (Passenger/Freight)	Kone	2016	Kone 16L	2016	Kone	2016	\$ 375. <sup>00</sup>
5	CHBS Building	Machine Roomless (MRL) Traction (Passenger)	Kone	2016	Kone 16L	2016	Kone	2016	\$ 375. <sup>00</sup>
6	CHBS Building	Machine Roomless (MRL) Traction (Passenger)	Kone	2016	Kone 16L	2016	Kone	2016	\$ 375. <sup>00</sup>
7	Cook Hall	Hydraulic	Otis	1998	Otis 211	1998	Otis	1998	\$ 129. <sup>00</sup>
8	Cupp Stadium	Hydraulic	ThyssenKrupp	2001	Dover DMC	2001	Dover	2001	\$ 129. <sup>00</sup>
9	Curie Hall*	Hydraulic	ThyssenKrupp	2012	MCE H4000	2012	ThyssenKrupp	2012	\$ 129. <sup>00</sup>
10	Dalton Hall (Bookstore)	Hydraulic (Passenger)	Dover	1991	Dover DMC	1991	Dover	1991	\$ 129. <sup>00</sup>
11	Dalton Hall (Kitchen)	Hydraulic (Freight)	Otis	2015	MCE 4000	2015	Minnesota Pump	2015	\$ 129. <sup>00</sup>
12	Dalton Hall (Post Office)	Hydraulic (Passenger)	United	2004	Northern	2004	Northern	2004	\$ 129. <sup>00</sup>
13	Davis Hall	Hydraulic	U.S. Elevator	1988	MCE	2008	U.S. Elevator	2008	\$ 129. <sup>00</sup>

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Page 3



14	Dedmon Center	Hydraulic	Westinghouse	1980	Westinghouse	1980	Westinghouse	1980	\$ 129. <sup>00</sup>
15	Draper Hall	Hydraulic	ThyssenKrupp	2016	TKE - TAC32	2016	ThyssenKrupp	2016	\$ 129. <sup>00</sup>
16	Floyd Hall ***	Hydraulic	Dominion	1965	ECI	2002	ThyssenKrupp	2002	\$ 129. <sup>00</sup>
17	Heth Hall	Hydraulic	ThyssenKrupp	2009	TKE - TAC20	2009	ThyssenKrupp	2009	\$ 129. <sup>00</sup>
18	Hurlburt Student Center	Hydraulic	Otis	2005	Otis 211	2005	Otis	2005	\$ 129. <sup>00</sup>
19	Ingles Hall	Hydraulic	Otis	1996	Otis 211	1996	Otis	1996	\$ 129. <sup>00</sup>
20	Jefferson Hall	Hybrid- Twin Rope (Hydraulic/Traction)	Cemco	1967	Otis 211	2011	Otis	2011	\$ 129. <sup>00</sup>
21	Kyle Hall	Hydraulic	Schindler	2012	Schindler-330A	2012	Schindler	2012	\$ 129. <sup>00</sup>
22	Kyle Hall	Hydraulic	Schindler	2012	Schindler-330A	2012	Schindler	2012	\$ 129. <sup>00</sup>
23	Madison Hall	Hybrid- Twin Rope (Hydraulic/Traction)	Cemco	1967	Otis 211	2011	Otis	2011	\$ 129. <sup>00</sup>
24	Martin Hall	Hydraulic	Dover	1995	Dover DMC	1995	Dover	1995	\$ 129. <sup>00</sup>
25	McConnell Library Section B**	Hydraulic	ThyssenKrupp	2018	TKE - TAC32	2018	ThyssenKrupp	2018	\$ 129. <sup>00</sup>
26	McConnell Library Section A (HCAP)	Hydraulic	Otis	1994	Otis - LRS3	1994	Otis	1994	\$ 129. <sup>00</sup>
27	McConnell Library Section C	Hydraulic	Dover	1995	Dover DMC	1995	Dover	1995	\$ 129. <sup>00</sup>
28	McGuffey Hall	Hydraulic	Dover	1995	Dover DMC	1995	Dover	1995	\$ 129. <sup>00</sup>
29	Moffett Hall	Hybrid Twin Post Roped (Hydraulic/Traction)	Virginia Control	2012	Virginia Control	2012	Semco	2012	\$ 129. <sup>00</sup>

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43	Porterfield Hall (Stage Lift)	Hydraulic (3 pistons roped together)	Dover	1971	Potter & Brumfield	1971	Dover	1971	\$ 129. <sup>00</sup>
44	Porterfield Hall East	Hydraulic	Dover	1982	Dover Solid State	1982	Dover	1982	\$ 129. <sup>00</sup>
45	Preston Hall	Hydraulic (Organ Lift)	Monarch	1957	Monarch Constant Press.	1957	Monarch	1957	\$ 129. <sup>00</sup>
46	Russell Hall	Hydraulic	Dover	1985	Wire Contact Relay	1985	Dover	1985	\$ 129. <sup>00</sup>
47	SELU	LULA	Concord	2006	Concord	2006	Concord	2006	\$ 129. <sup>00</sup>
48	Stuart Hall***	Hydraulic	Dominion	1965	GAL	2004	Minnesota Pump	2004	\$ 129. <sup>00</sup>
49	Student Recreation & Wellness Center	Hydraulic	ThyssenKrupp	2014	TKE - TAC32	2014	ThyssenKrupp	2014	\$ 129. <sup>00</sup>
50	Tyler Hall	Hydraulic	Dover	1994	Dover DMC	1994	Dover	1994	\$ 129. <sup>00</sup>
51	Trinkle Hall***	Hydraulic	Dominion	1965	GAL	2005	Minnesota Pump	2005	\$ 129. <sup>00</sup>
52	Waldron Hall	Hydraulic	Dover	2000	Dover DMC	2000	Dover	2000	\$ 129. <sup>00</sup>
53	Walker Hall	Hydraulic	Dover	1982	LMH	1982	Dover	1982	\$ 129. <sup>00</sup>
54	Washington Hall	Hydraulic	ThyssenKrupp	2010	TKE - TAC20	2010	ThyssenKrupp	2010	\$ 129. <sup>00</sup>
55	Whitt Hall	Hydraulic	Dover	1984	TKE - TAC32	2017	ThyssenKrupp	2017	\$ 129. <sup>00</sup>
56	Young Hall	Hydraulic	Westinghouse	1982	TKE - TAC20	2009	ThyssenKrupp	2009	\$ 129. <sup>00</sup>
57	Covington Hall	Hydraulic (Wheelchair Lift)	Concord	2008	Concord	2008	Concord	2008	\$ 41. <sup>00</sup>
GRAND TOTAL SUM - ANNUAL PRICE									\$

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30	Moffett Hall	Hybrid Twin Post Roped (Hydraulic/Traction)	Virginia Control	2012	Virginia Control	2012	Semco	2012	\$ 129. <sup>00</sup>
31	Muse Hall B Wing***	Hydraulic	Dover	1968	Potter & Brumfield	1968	Dover	1968	\$ 129. <sup>00</sup>
32	Muse Hall C Wing***	Hydraulic	Dover	1968	Potter & Brumfield	1968	Dover	1968	\$ 129. <sup>00</sup>
33	Muse Hall (Main Lobby)	Machine Roomless (MRL) Traction (Passenger)	Schumacher	2017	MCE	2017	Hoster Whitney	2017	\$ 375. <sup>00</sup>
34	Muse Hall (Main Lobby)	Machine Roomless (MRL) Traction (Passenger)	Schumacher	2017	MCE	2017	Hoster Whitney	2017	\$ 375. <sup>00</sup>
35	Muse Hall (Main Lobby)	Machine Roomless (MRL) Traction (Passenger)	Schumacher	2017	MCE	2017	Hoster Whitney	2017	\$ 375. <sup>00</sup>
36	Muse Hall (Main Lobby)	Machine Roomless (MRL) Traction (Passenger)	Schumacher	2017	MCE	2017	Hoster Whitney	2017	\$ 375. <sup>00</sup>
37	Muse Hall (Kitchen)	Hydraulic	Schumacher	2017	MCE	2017	Minnesota Pump	2017	\$ 129. <sup>00</sup>
38	Norwood Hall	Hydraulic	Dover	1985	Dover DNC	1985	Dover	1985	\$ 129. <sup>00</sup>
39	Peery Hall***	Hydraulic	Dominion	1965	ECI	2003	ThyssenKrupp	2003	\$ 129. <sup>00</sup>
40	Peters Hall	Hydraulic-Twing Post Jack (no ropes)	Elevator Tech	1990	ECI	2002	Minnesota Pump	1990	\$ 129. <sup>00</sup>
41	Pocahontas Hall	Hydraulic	ThyssenKrupp	2015	TKE - TAC32	2015	ThyssenKrupp	2015	\$ 129. <sup>00</sup>
42	Porterfield Hall (Freight)	Hydraulic	Dover	1971	Potter & Brumfield	1971	Dover	1971	\$ 129. <sup>00</sup>

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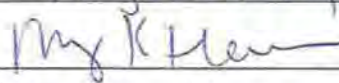


- \*Elevator will be back online Fall 2019
- \*\* Elevator under warranty until November 2019
- \*\*\*Single Bottom Jack

Respectfully,

Jeff Groseclose  
Senior Contract Officer  
Email: jbgrosec@radford.edu

Note: A signed acknowledgement of this addendum must be received at the location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Name of Firm: ThyssenKrupp Elevator	
Signature: 	Title: Account Manager
Print Name: Mary K Hancock	
Date: 11/7/18	

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**Addendum No. 2****Date: October 18, 2018****TO ALL OFFERORS:**

<b>Reference:</b>	<b>R19-003</b>
<b>Title:</b>	<b>Elevator Preventive Maintenance and Repair Services</b>
<b>Dated:</b>	<b>August 28, 2018</b>
<b>For Delivery To:</b>	<b>RADFORD UNIVERSITY Procurement and Contracts David E. Armstrong Complex 501 Stockton Street Radford, Virginia 24142-6885</b>
<b>Original Bid Due Date/Time:</b>	<b>October 5, 2018 (Revised to November 9, 2018)</b>
<b>Pre-Bid Conference Held:</b>	<b>September 26, 2018 at 1:30 PM</b>

**Amendments:**

1. Sealed Proposal Due Date/Time shall be changed to read as follows:

**SEALED PROPOSALS DUE DATE/TIME:** November 9, 2018 up to and including 3:00 PM Eastern Daylight Savings Time

2. The following paragraph shall be added to section XI as XI.D:

**D. Optional Site Visit for Curie and McConnell:** Optional site visits will be allowed for Curie and McConnell only for offerors who attended both the previously held Mandatory Site Visit and the Mandatory Pre-proposal conference. **Offerors must contact Jeff Groseclose at [jbgrosec1@radford.edu](mailto:jbgrosec1@radford.edu) by the close of business on Friday, October 19, 2018 to request and schedule site visits, and site visits must be concluded by the close of business on Thursday, October 25, 2018.** Additional written questions will be accepted relating to these two elevators until the close of business on Friday, October 26, 2018. Personal protective equipment (PPE) will be required in Curie since it is an active construction site. Please wear closed-toe shoes, and bring hard hats and safety glasses.

**Clarification:**

1. Question: Are any hydraulic elevators still single bottom jack?

Radford University Response: Yes. See updated elevator list in Addendum 1. There are 6 total – Floyd, Peery, Trinkle, Stuart, Muse B Wing, and Muse C Wing. These are notated with 3 asterisks (\*\*\*) in Addendum 1.

2. Question: Are all elevators in CHBS on back-up generator?

Radford University Response: No.

3. Question: RFP document shows 55 elevators and 3 lifts, but inventory list only shows 57 total, which is correct?

Radford University Response: There are 54 elevators and 3 lifts. This was corrected in Addendum 1.

4. Question: Is there a known issue with an oil leak in the Dalton Hall freight elevator?

Radford University Response: Not that the university is aware of.

5. Question: Who installed new elevators in Muse Hall?

Radford University Response: They were installed by ThyssenKrupp in the summer of 2017.

6. Question: Do any elevators require proprietary diagnostic tools/equipment? If so, does the university own the tools or equipment?

Radford University Response: See the responses to question numbers 15 and 16 below.

7. Question: Who maintains the video displays over the Muse Hall Main Lobby elevators?

Radford University Response: Radford University

8. Question: How will obsolescence be addressed in this contract?

Radford University Response: See sections II.B.1., VII.A.4, and VIII.B.2.d. in the RFP; these sections explain that obsolescence will be addressed by offerors in their proposals.

9. Question: Who maintains / services card readers for elevators?

Radford University Response: Radford University

10. Question: What is the current contract pricing?

Radford University Response: The current contract is publicly available on [www.vascupp.org](http://www.vascupp.org). Search for contract number C-1400007 to find all contract documents, including all renewals and modifications. Be sure to review all documents for complete pricing information.

11. Question: Please provide any annual repair pricing not covered by current contract.

Radford University Response: **See attached spreadsheet called Attachment K.** It details spend during the previous three full fiscal years on elevators not covered under the Preventive Maintenance and Repair requirements in the current contract. A fiscal year for the University is July 1 – June 30. Note that this spend is covered under the current contract using the hourly labor rates and discount percentage on material.

12. Question: What is the date of the last full load, no load test, and pressure relief valve? What is the routine schedule?

Radford University Response: **See attached spreadsheet called Attachment L.** It shows the last inspection date of each inspection. Pressure/No Load tests are performed each December and periodic routine inspections are performed each June. Five-year safety & governor tests are performed when due and are indicated on the spreadsheet.

13. Question: How many service calls did you have for the months of June, July, and August of 2018?

Radford University Response: **See attached spreadsheet called Attachment M.** It shows all work orders created for elevator issues during the past 12 calendar months. Note that this information does not indicate the current contractor was called in outside of the established 16 hours per week for each work order, rather, some issues may have been cleared by University personnel or the current contractor corrected the issue during the established 16 hours per week. Per the University's current contractor, there were 18 callbacks with a total of 41 labor hours for service calls outside of the routine schedule from October 1, 2017 to September 28, 2018.

14. Question: What buildings do you have coming up for upgrades or new equipment?

Radford University Response: None that the university is aware of.

15. Question: Will the IMS or equivalent tool be made available to interface with the ThyssenKrupp TAC 50, 21, & 20?

Radford University Response: Yes. This is internal on all elevators except for the two elevators in the CFTS Building and a laptop will be provided for these.

16. Question: Will the SD card, USB drive, or equivalent memory device be made available to the contractor who is awarded the contract for the ThyssenKrupp elevator equipment?

Radford University Response: Yes, the appropriate memory device will be on site.



17. Question: Does the University wish to keep the elevator being renovated at Curie Hall and the elevator being replaced at McConnell Library on the RFP? Will additional site visits be allowed?

Radford University Response: Yes, we wish to keep these on the RFP list. There is enough information provided to get a good price. Yes, additional site visits to these elevators will be provided upon request. **See Amendment 2 above for details on scheduling site visits.**

18. Question: How will the University award the possible 20 points available for price?

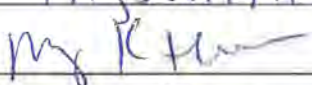
Radford University Response: The 20 points for the Financial Proposal will be awarded based on the following formula:

**\*\*Grand Total Sum of Annual Price for Elevator Preventive Maintenance + (Offeror's proposed Mechanic Regular Time hourly rate x 188 hours) = Total Proposed Price\*\***

Respectfully,

Jeff Groseclose  
Senior Contract Officer  
Email: [jbgrosec@radford.edu](mailto:jbgrosec@radford.edu)

Note: A signed acknowledgement of this addendum must be received at the location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Name of Firm: Thyssen Krupp Elevator	
Signature: 	Title: Account Manager
Print Name: Mary K Hancock	
Date: 11/7/18	

R19-003 Attachment K				
Radford University				
Elevator Spend Not Covered Under PM & Repair Requirements				
Past Three Fiscal Years				
FY16 (July 1, 2015 - June 30, 2016)				
PO Number	Date	Location	Detail	Spend
EP2328903	1/6/2016	Muse Hall	Repair elevator car doors.	\$ 773.50
EP2341348	2/5/2016	Trinkle Hall	Purchase of ceiling panels - parts only.	\$ 1,737.12
EP2343616	2/10/2016	Bondurant Center	Elevator governor replacement.	\$ 9,440.00
EP2374499	4/12/2016	Campus	Labor & material to replace current elevator fire service key switches with new uniform fire service key switches to comply with current code in 25 campus buildings.	\$ 28,356.80
			Total	\$ 40,307.42
FY17 (July 1, 2016 - June 30, 2017)				
PO Number	Date	Location	Detail	Spend
EP2418804	7/11/2016	Muse Hall	Service call to lock out four main lobby elevators which were flooded due to broken water line; and service call to clean and lube flooded elevators and return two to service.	\$ 1,085.00
EP2419441	7/12/2016	Muse Hall	Labor and material to replace water damaged boards and equipment.	\$ 12,976.36
EP2496965	12/20/2016	Dalton Hall	Labor and material to replace jack packing in freight elevator.	\$ 1,760.00
EP2501738	1/10/2017	CHBS Building	Miscellaneous service (not detail on PO).	\$ 180.08
EP2510440	1/27/2017	Muse Hall	Additional labor and material to repair water damaged elevators.	\$ 12,691.60
			Total	\$ 28,693.04
FY18 (July 1, 2017 - June 30, 2018)				
PO Number	Date	Location	Detail	Spend
EP2586785	6/19/2017	Campus	Purchase of ceiling panels - parts only.	\$ 1,536.00
EP2611619	8/8/2017	Russell Hall	Labor and material to replace elevator buttons with braille buttons and install braille signage on door jambs of elevator.	\$ 229.60
EP2752861	4/12/2018	Muse Hall	Service call to repair elevator shut down due to previous entrapment from power failure due to winter storm.	\$ 147.66
EP2755854	4/17/2018	Muse Hall	Labor and material to add fire service to B wing and C wing elevators.	\$ 58,725.20
			Total	\$ 60,638.46
			Grand Total	\$ 129,638.92



<b>R19-003 Attachment L</b>			
<b>Radford University Elevator Inspection Record</b>			
<b>Date of Most Recent Activity</b>			
	<b>5-Year Safety &amp; Governor Test</b>	<b>Pressure Test or No Load Test</b>	<b>Periodic Routine Inspection</b>
Bolling Hall	N/A	12/26/2017	6/15/2018
Center for the Sciences 1	due 2020	12/21/2017	6/18/2018
Center for the Sciences 2	due 2020	12/21/2017	6/18/2018
CHBS Building 1	due 2021	12/20/2017	6/18/2018
CHBS Building 2	due 2021	12/20/2017	6/18/2018
CHBS Building 3	due 2021	12/20/2017	6/18/2018
Cook Hall	N/A	12/26/2017	6/18/2018
Covington Hall Wheelchair Lift	N/A	12/28/2017	6/19/2018
Cupp Stadium	N/A	12/28/2017	6/15/2018
Dalton Hall Bookstore	N/A	12/20/2017	6/18/2018
Dalton Hall Post Office	N/A	12/20/2017	6/18/2018
Dalton Kitchen	N/A	12/20/2017	6/18/2018
Davis Hall	N/A	12/19/2017	6/15/2018
Dedmon Center	N/A	12/28/2017	6/18/2018
Draper Hall	N/A	12/26/2017	6/15/2018
Floyd Hall	N/A	12/20/2017	6/18/2018
Heth Hall	N/A	12/26/2017	6/15/2018
Hurlburt Student Center	N/A	12/26/2017	6/18/2018
Ingles Hall	N/A	12/26/2017	6/15/2018
Jefferson Hall	1/11/2016	12/18/2017	6/15/2018
Kyle Hall 1	N/A	12/26/2017	6/18/2018
Kyle Hall 2	N/A	12/26/2017	6/18/2018
Madison Hall	1/11/2016	12/18/2017	6/15/2018
Martin Hall	N/A	12/19/2017	6/15/2018
McConnell Library 1	N/A	12/27/2017	6/19/2018
McConnell Library 2	N/A	12/27/2017	6/19/2018
McConnell Library 3	N/A	12/27/2017	6/19/2018
McGuffey Hall	N/A	12/19/2017	6/15/2018
Moffett Hall East	1/12/2016	12/21/2017	6/15/2018
Moffett Hall West	1/12/2016	12/21/2017	6/15/2018
Muse Hall B Wing	N/A	12/18/2017	6/19/2018
Muse Hall C Wing	N/A	12/18/2017	6/19/2018
Muse Hall Kitchen	N/A	12/18/2017	6/19/2018
Muse Hall Lobby 1	1/16/2016	12/27/2017	6/19/2018
Muse Hall Lobby 2	1/16/2016	12/27/2017	6/19/2018
Muse Hall Lobby 3	1/16/2016	12/27/2017	6/19/2018
Muse Hall Lobby 4	1/6/2016	12/27/2017	6/19/2018
Norwood Hall	N/A	12/18/2017	6/15/2018
Peery Hall	N/A	12/26/2017	6/18/2018
Peters Hall	N/A	12/20/2017	6/18/2018
Pocahontas Hall	N/A	12/26/2017	6/15/2018
Porterfield Hall East	N/A	12/19/2017	6/19/2018
Porterfield Hall Stage Lift	N/A	12/19/2017	6/19/2018
Porterfield Hall West	N/A	12/19/2017	6/19/2018
Preston Hall Organ Lift	N/A	12/19/2017	6/19/2018

Russell Hall	N/A	12/18/2017	6/15/2018
SELU	N/A	12/21/2017	6/19/2018
Stuart Hall	N/A	12/20/2017	6/18/2018
Student Recreation & Wellness Center	N/A	12/28/2017	6/18/2018
Trinkle Hall	N/A	12/26/2017	6/18/2018
Tyler Hall	N/A	12/18/2017	6/15/2018
Waldron Hall	N/A	12/26/2017	6/18/2018
Walker Hall	N/A	12/18/2017	6/15/2018
Washington Hall	N/A	12/18/2017	6/15/2018
Whitt Hall	N/A	12/20/2017	6/18/2018
Young Hall	N/A	12/19/2017	6/15/2018



**R19-003 Attachment M****ELEVATOR WORK ORDER HISTORY - 9/26/17 THROUGH 9/26/18**

<b>Work Order</b>	<b>Description</b>	<b>Date Created</b>
18-03226	DALTON ELEVATOR IN ATM ROOM STUCK ON 1ST FLOOR. U36.	09/26/17
18-03354	MOFFETT WEST ELEVATOR FIREMAN RECALL BUTTON FELL OFF. BUTTON IS IN THE 1ST FLOOR HSKP CLOSET	09/28/17
18-03395	MUSE ELEVATOR #2 ENTRAPMENT ON A WING CAR #2. CALL IN 9/28/17 5:51PM	09/29/17
18-03431	TYLER ELEVATOR NOT WORKING. U36.	09/29/17
18-03486	MCCONNELL ELEVATOR CALL IN 9/30/17	10/02/17
18-03487	TYLER ELEVATOR CALL IN 9/30/17	10/02/17
18-03559	TYLER ELEVATOR NOT WORKING. CALL IN 10/2/17	10/03/17
18-03672	TYLER ELEVATOR NOT WORKING. CALL IN 10/4/17. RESET	10/05/17
18-03673	TYLER ELEVATOR NOT WORKING. CALL IN 10/4/17. CUT OFF, COULD NOT RESET. CALL CNT FOR SERVICE 10/5/17	10/05/17
18-03739	PORTERFIELD ELEVATOR STUCK. THEATRE DEPARTMENT PUT HEAVY ITEM ON ELEVATOR AND IT SUNK 1-2". U36.	10/06/17
18-03782	RUSSELL ELEVATOR NOT WORKING. DOORS WON'T OPEN BASEMENT LEVEL. U7.	10/09/17
18-03847	INGLES ELEVATOR NOT WORKING. CALL IN 10/9/17.	10/10/17
18-03886	TYLER ELEVATOR NOT WORKING. RESET. CALL IN 10/11/17.	10/11/17
18-03952	PEERY ELEVATOR NOT WORKING. CALL IN 10/11/17.	10/12/17
18-04015	MUSE ELEVATOR, ENTRAPMENT. CALL IN 10/12/17	10/16/17
18-04017	MUSE ELEVATOR C WING NOT WORKING. STUCK, CLEANED TRACK AND RESET. CALL IN 10/14/17.	10/16/17
18-04018	MUSE ALL 4 ELEVATORS NOT WORKING. RESET ALL. CALL IN 10/14/17	10/16/17
18-04019	INGLES ELEVATOR NOT WORKING. RESET. CALL IN 10/15/17.	10/16/17
18-04176	MUSE FREIGHT ELEVATOR NOT WORKING. U36.	10/18/17
18-04193	MCCONNELL ELEVATOR B NOT WORKING. U7.	10/18/17
18-04255	MOFFETT WEST ELEVATOR KNOCKS INTO WALL IF YOU STAND ON THE CERTIFICATE SIDE	10/19/17
18-04360	DALTON ELEVATOR DINING SIDE NOT WORKING. U36.	10/23/17
18-04427	WASHINGTON ELEVATOR MAKE GRINDING NOISE WHEN GOING FROM THE 3RD FLOOR TO THE 4TH FLOOR. IT SHAKES THE FLOOR	10/24/17
18-04451	MUSE ELEVATOR 4 NOT WORKING. CALL IN 10/24/17	10/25/17
18-04452	MUSE ELEVATOR 3 NOT WORKING. CALL IN 10/24/17	10/25/17
18-04573	INGLES ELEVATOR NOT WORKING. U36.	10/27/17
18-04894	TYLER ELEVATOR NOT WORKING CALL IN 11/5/17	11/06/17
18-04903	MUSE 2ND FLOOR B WING ELEVATOR STANDING OPEN U36	11/06/17
18-05131	MCCONNELL SECTION B ELEVATOR NOT CALLING TO FLOORS. U7.	11/10/17
18-05207	DALTON FREIGHT ELEVATOR DOOR KNOCKS ON 1ST FLOOR. U36.	11/13/17
18-05246	MUSE ELEVATOR 4 ENTRAPMENT	11/13/17
18-05326	BOLLING ELEVATOR NOT WORKING. U36.	11/15/17

18-05495	MUSE B WING ELEVATOR STUCK HALF WAY OPEN U7	11/20/17
18-05536	MUSE KITCHEN FREIGHT ELEVATOR NOT WORKING	11/21/17
18-05553	RUSSELL CALL IN 11/27/2017 ELEVATOR NOT WORKING	11/27/17
18-05660	MUSE FREIGHT ELEVATOR NOT WORKING. U36.	11/29/17
18-05719	CSAT 4TH FLOOR STAIRWELL AND SMALL ELEVATOR LIGHTS NOT WORKING. U7.	11/30/17
18-05767	MUSE DINING HALL FREIGHT ELEVATOR STOPPED	12/01/17
18-05793	BOLLING ELEVATOR EQUIPMENT ROOM CHECK HYDRAULIC FLUID LEAK. U36.	12/04/17
18-05866	MCCONNELL 1965 ELEVATOR REPLACEMENT - MAINTENANCE RESERVE PROJECT	12/04/17
18-05918	INGLES ELEVATOR ISSUES CALL IN 12/5/17	12/06/17
18-05939	MADISON ELEVATOR - STUDENT REPORTED HEARING POPPING SOUND AND A DELAYED DOOR OPENING - HAPPENED ABOUT SAME TIME AS POWER ISSUE IN 213 - PLEASE INVESTIGATE	12/06/17
18-05981	RUSSELL ELEVATOR NOT WORKING AT MAIN FLOOR U 36	12/07/17
18-06007	RUSSELL ELEVATOR NOT WORKING U 36	12/08/17
18-06030	COOK HALL - ELEVATOR STOPPED WORKING U36	12/08/17
18-06053	STUART ELEVATOR CALL IN 12/10/17 GOING TO WRONG FLOOR	12/11/17
18-06224	MOFFETT EAST ELEVATOR ENTRAPMENT. U36.	12/13/17
18-06392	MCCONNELL HANDICAP ELEVATOR NOT WORKING. U36.	12/20/17
18-06426	MCCONNELL SECTION C ELEVATOR NOT WORKING	01/03/18
18-06438	CSAT 1ST FLOOR ELEVATOR FACING MAIN STREET NOT WORKING. U36.	01/03/18
18-06635	STUART ELEVATOR NOT WORKING 1/4/18. U36.	01/05/18
18-06670	MOFFETT WEST ELEVATOR WORKS BUT NOISY. U33.	01/05/18
18-06707	DALTON FREIGHT ELEVATOR NOT WORKING. U36	01/09/18
18-06812	BONNIE - FAN IN ELEVATOR MAKING A LOUD NOISE - U36 - MAIN LOBBY - 5 LIGHTS OUT	01/12/18
18-06865	MUSE - EMERGENCY CALL IN - ELEVATOR NUMBER 4 STUCK ON FIRST FLOOR - OPEN DOOR	01/15/18
18-06886	DEDMON CENTER - CHECK ELEVATOR	01/15/18
18-06899	MUSE ELEVATOR - DOORS STUCK OPEN ELEVATOR NOT RESPONDING U7	01/15/18
18-06954	MCGUFFEY ELEVATOR LIGHTS NOT WORKING. U7.	01/16/18
18-07051	KYLE - LARGE ELEVATOR STUCK ON BASEMENT LEVEL	01/17/18
18-07125	RUSSELL - ELEVATOR - #2 BUTTON IS NOT WORKING	01/18/18
18-07296	STUART ELEVATOR 2ND FLOOR ENTRAPMENT. U36.	01/23/18
18-07308	HETH - MAIN ELEVATOR NOT WORKING	01/23/18
18-07382	MUSE - MAIN LOBBY - 2 ELEVATORS NOT WORKING	01/25/18
18-07546	MUSE 12TH FLOOR ELEVATOR ENTRAPMENT. U36.	01/29/18
18-07577	MUSE ELEVATOR 1 STUCK ON 7TH FLOOR, DOORS OPEN. U36.	01/30/18
18-07658	YOUNG 4TH FLOOR - BUTTON ON OUTSIDE OF ELEVATOR IS NOT WORKING	01/31/18
18-07711	PORTERFIELD ELEVATOR BETWEEN STAGE AND SCENE SHOP DOORS JAMMED. U36.	01/31/18



18-07789	YOUNG ELEVATOR - THE ELEVATOR BUTTON (INSIDE THE ELEVATOR) FOR THE SECOND FLOOR IS BROKEN. IT CAN BE CALLED FROM THE SECOND FLOOR AND DOES WORK FINE, HOWEVER THE BUTTON INSIDE THE ELEVATOR IS BROKEN.	02/05/18
18-07805	INGLES - ELEVATOR NOT WORKING CALL IN 02/03/18	02/05/18
18-07810	MUSE ELEVATOR NEXT TO TRASH CHUTE NOT WORKING	02/05/18
18-07845	MUSE MAIN ELEVATOR STUCK IN BASEMENT TKE RESPONDED	02/05/18
18-07911	CHBS ELEVATOR 2 NOT WORKING. U36.	02/06/18
18-07973	MCCONNELL LOBBY - HANDICAP ELEVATOR NOT WORKING	02/07/18
18-08035	CHBS SMALL ELEVATOR AT THE 4TH FLOOR THE CALL BUTTON ASSEMBLY IS DANGLING FROM WIRE AND NO LONGER ATTACHED TO THE WALL (THIS IS ELEVATOR THAT SERVES 3RD-5TH FLOORS)	02/09/18
18-08048	MARTIN MAIN ELEVATOR - NOT WORKING/DOOR STANDING OPEN BUTTON DOESN'T WORK	02/09/18
18-08063	DEDMON ELEVATOR NOT WORKING	02/12/18
18-08082	MADISON - ELEVATOR NOT WORKING EMERGENCY CALL IN SAT 2-10-18	02/12/18
18-08236	MARTIN 2ND FLOOR ELEVATOR ENTRAPMENT	02/15/18
18-08374	MUSE #4 ELEVATOR NOT WORKING. CALL IN 2/19/18.	02/20/18
18-08592	MCCONNELL HANDICAP ELEVATOR RESET. U36.	02/22/18
18-08634	MUSE - ELEVATOR #4 ACTING UP - EMERGENCY CALL IN 2/23/18	02/26/18
18-08741	YOUNG 1ST FLOOR - BUTTON ON WALL OUTSIDE OF ELEVATOR IS WEARING OUT (HAVE TO PUSH MULTIPLE TIMES TO GET IT TO WORK)	02/27/18
18-08769	CHBS MAIN STREET SIDE - ELEVATOR ON THE RIGHT IS NOT WORKING	02/28/18
18-08817	DEDMON CENTER - ELEVATOR THRESHHOLD INSIDE OF DOORS IS COMING UP - AN EMPLOYEE HAS ALREADY TRIPPED - SAFETY ISSUE	03/01/18
18-08903	DRAPER ELEVATOR BUTTONS THAT OPEN AND CLOSE ARE NOT WORKING	03/05/18
18-08962	TRINKLE - ELEVATOR HAND RAIL COMING LOOSE FROM WALL	03/06/18
18-09048	STUART ELEVATOR DOORS NOT OPENING FROM BASEMENT TO 1ST FLOOR, THEN GOES TO 3RD FLOOR. WHEN REACHES 3RD FLOOR DOOR WON'T OPEN UNTIL OPEN DOOR BUTTON PUSHED.	03/12/18
18-09173	CHBS END OF BUILDING WITH SIDE BY SIDE ELEVATORS - ELEVATOR #2 NOT WORKING	03/14/18
18-09239	DALTON - DINING SERVICES REPORTING THAT FREIGHT ELEVATOR IS ACTING WEIRD, STATED THAT IT IS BOUNCING	03/16/18
18-09337	YOUNG ELEVATOR NOT WORKING CORRECTLY. U36	03/20/18
18-09338	COOK - ELEVATOR STUCK ON 1ST FLOOR	03/20/18
18-09603	YOUNG - ELEVATOR NOT WORKING	03/26/18
18-09606	MOFFETT ELEVATORS NOT WORKING. U7	03/26/18
18-09617	RUSSELL ELEVATOR NOT RESPONDING TO ANY FLOOR. U7	03/26/18
18-09674	NORWOOD - MISSING LIGHT COVER IN ELEVATOR	03/27/18
18-09731	TYLER ELEVATOR NOT WORKING. U36.	03/28/18
18-09768	DRAPER ELEVATOR NOT WORKING. U38	03/29/18
18-09846	KYLE - ELEVATOR NOT WORKING	03/30/18



18-09872	DEDMON CENTER - SET OF LIGHTS OUT IN ELEVATOR	04/02/18
18-09889	STUDENT REC AND WELLNESS - ELEVATOR NOT WORKING	04/02/18
18-09975	POKIE ELEVATOR CHECK NOISE. CALL IN 4/4/18. **WAS CHILL WATER PUMP #2 KNOCKING, RESET AND CLEARED.	04/04/18
18-09991	BOLLING - ELEVATOR STUCK IN BASEMENT WITH PASSENGER ON BOARD	04/04/18
18-10122	TYLER - ELEVATOR STOPPED/RESET AND CLEARED - EMERGENCY CALL IN ON SUNDAY	04/09/18
18-10174	MUSE ALL ELEVATORS NOT WORKING CORRECTLY. CALL IN 4/9/18	04/10/18
18-10175	RUSSELL ELEVATOR GOT STUCK NIGHT OF 4/9/18. CHECK AND RESET. U36	04/10/18
18-10225	KYLE EAST END - ELEVATOR NOT WORKING	04/11/18
18-10566	DALTON FREIGHT ELEVATOR STOPPING BETWEEN FLOORS. U7	04/20/18
18-10575	PETERS ELEVATOR NOT WORKING. U7	04/20/18
18-10682	STUART ELEVATOR CHECK ELEVATOR. STATES DOORS NOT FULLY OPENING, LIFT UP WHILE DOOR IS OPEN. U36	04/25/18
18-10763	CHBS - INSPECT CALL STATIONS AND ELEVATOR CALL BUTTONS	04/26/18
18-10823	DALTON FREIGHT ELEVATOR 1ST FLOOR BUTTON STICKS, CAR WON'T MOVE. U36	04/27/18
18-10865	CHBS ELEVATOR NEAR STARBUCKS NOT WORKING. U36	04/30/18
18-10891	CHBS - ELEVATOR NOT WORKING - AFTER HOURS CALL IN	04/30/18
18-10957	MUSE - ELEVATOR 1 STUCK ON 13TH FLOOR - AFTER HOURS CALL IN	05/02/18
18-10973	TRINKLE ELEVATOR HANDLE LOOSE. HEAVY IF FELL - SAFETY HAZARD. U36	05/02/18
18-11036	TYLER ELEVATOR NOT WORKING. U36	05/03/18
18-11040	KYLE ELEVATOR STUCK. CALL IN 5/2/18	05/03/18
18-11050	MUSE - ELEVATOR #2 DROPPING	05/03/18
18-11051	DALTON - FREIGHT ELEVATOR JUMPING	05/03/18
18-11055	PEERY - EMERGENCY CALL IN 5/3/18 ELEVATOR NOT WORKING	05/04/18
18-11061	INGLES - ELEVATOR STUCK ON 2ND FLOOR	05/04/18
18-11094	PETERS ELEVATOR NOT WORKING. CALL IN 5/4/18.	05/07/18
18-11145	DRAPER ELEVATOR NOT WORKING. U36	05/08/18
18-11190	MUSE FREIGHT ELEVATOR NOT WORKING. SETH, BRYAN LOOP AND THYSSEN RESPONDING	05/10/18
18-11278	DALTON - FREIGHT ELEVATOR DOWN CALL IN 5/12/18	05/15/18
18-11742	DALTON ELEVATOR POST OFFICE SIDE OF BUILDING NOT WORKING. U36	06/04/18
18-11808	FLOYD ELEVATOR RUNNING SLOW AND NO LIGHTS U32	06/06/18
18-11910	MCCONNELL LIBRARY - BACK ELEVATOR STUCK U36	06/11/18
18-11976	KYLE SERVICE ELEVATOR NOT WORKING. U36	06/13/18
18-11978	COOK ELEVATOR NOT WORKING. U36	06/13/18
18-11993	CHBS SMALL ELEVATOR FACING MAIN STREET NOT WORKING CORRECTLY. U7	06/13/18
18-12126	WALKER - PRE-ACTION DID NOT TRIP OR SHUNT TRIP THE ELEVATOR DURING INSPECTION	06/18/18
18-12185	JEFFERSON ELEVATOR ENTRAPMENT. CALL IN 6/19/18	06/20/18

18-12191	MCCONNELL ELEVATOR SECTION B RETRIEVE KEYS FOR KAREN MONTGOMERY. U36	06/20/18
18-12224	RUSSELL ELEVATOR NOT WORKING. U87	06/20/18
18-12378	CUPP STADIUM - ELEVATOR AT CUPP IS NOT RESPONDING TO CALL BUTTON	06/26/18
18-12467	WELLNESS CENTER - ELEVATOR STUCK	06/29/18
19-00153	YOUNG ELEVATOR STUCK - ENTRAPMENT. POWER SURGE.	07/03/18
19-00163	KYLE BIG ELEVATOR NOT WORKING - FROM POWER SURGE	07/03/18
19-00199	CENTER FOR THE SCIENCES - ELEVATOR ISSUE, DOOR WILL NOT CLOSE CAUSING A BEEPING NOISE	07/05/18
19-00445	MUSE - LAUNDRY ROOM ELEVATOR NOT LINING UP WITH THE FLOOR	07/13/18
19-00469	HETH ELEVATOR NOT WORKING	07/16/18
19-00513	HETH - ELEVATOR WORKING SPORADICALLY THIS MORNING 2ND FLOOR CALL LIGHT DOES NOT LIGHT UP AND ELEVATOR WILL NOT COME TO 2ND FLOOR	07/17/18
19-00688	STUART - 3RD FLOOR BUTTON NOT LIGHTING UP ON ELEVATOR	07/24/18
19-00710	MOFFETT WEST ELEVATOR - STUCK WITH ENTRAPMENT - HOUSEKEEPER INSIDE (U36)	07/25/18
19-00753	BOLLING - ELEVATOR NOT WORKING	07/26/18
19-00814	CHBS - ELEVATOR NEAR STARBUCKS IS DOWN (U36)	07/30/18
19-00872	MOFFETT WEST - ELEVATOR NOT WORKING	08/01/18
19-01028	RUSSELL - AFTER THUNDER THERE WAS A RINGING IN THE ELEVATOR	08/07/18
19-01145	KYLE - SERVICE ELEVATOR OUT	08/13/18
19-01241	POCAHONTAS - 3RD FLOOR ELEVATOR CALL BUTTON NOT WORKING	08/13/18
19-01276	HETH - ELEVATOR NOT WORKING	08/13/18
19-01447	CHBS - ELEVATOR NEAR STAIRWELL D DOWN	08/17/18
19-01759	MUSE - 2ND ELEVATOR FROM LEFT DOOR NOT OPENING ALL THE WAY AT 10TH FLOOR STUDENTS ALSO REPORTING A BIT OF A DROP	08/24/18
19-01868	CHBS - 3RD FLOOR SMALL ELEVATOR NEAR CAMPUS SIDE ENTRANCE NOT WORKING	08/27/18
19-01954	WHITT - ELEVATOR NOT WORKING	08/27/18
19-02021	MUSE - ELEVATOR NOT WORKING (CALLED IN 8/24/18)	08/28/18
19-02232	TYLER ELEVATOR - ONE OF THE CEILING PANELS IN THE ELEVATOR HAS BEEN TAKEN OUT AND I HAVE NO IDEA WHERE IT COULD BE LOCATED.	08/30/18
19-02590	TYLER ELEVATOR - METAL LIGHT COVERS PULLED AND BENT - RUPD NOTIFIED - VANDALISM **DAMAGE REPAIRED BEFORE RUPD REPORT**	09/05/18
19-02600	CHBS ELEVATOR #1 - ENTRAPMENT - U32 **ENTIRE BUILDING WITHOUT POWER**	09/05/18
19-02800	RUSSELL - ELEVATOR - NOT STOPPING AT FLOOR CALLED TO - U32	09/07/18
19-02905	CAMPUS WIDE - ELEVATOR INSPECTIONS WITH POTENTIAL CONTRACTORS	09/10/18
19-03004	CHBS - 3RD FLOOR ELEVATOR ENTRAPMENT	09/12/18



19-03015	STUART - ELEVATOR ENTRAPMENT, BASEMENT LEVEL - THYSSEN NOTIFIED - STUDENT EXTRACTED PRIOR TO ARRIVAL	09/12/18
19-03017	MUSE - ELEVATOR ENTRAPMENT - 11TH FLOOR - DOORS NOT OPENING DUE TO DEBRIS IN DOOR TRACK - CALL IN 9/11/18	09/12/18
19-03106	JEFFERSON - ELEVATOR - NOT WORKING CORRECTLY -U32	09/14/18
19-03178	MCCONNELL - ELEVATOR - SECTION C - NOT WORKING, CALL IN 9/16/18	09/17/18
19-03305	CENTER FOR SCIENCES - NORTH ELEVATOR NOT WORKING -U7	09/19/18
19-03510	JEFFERSON - ELEVATOR NOT WORKING - U32 CALL IN 9/24/18 - ALSO CALLED IN AFTER 8 AM WORK HOURS	09/24/18
19-03570	JEFFERSON - ELEVATOR STUCK - ENTRAPMENT - CALL IN 9/24/18	09/25/18
19-03676	STUDENT REC - ELEVATOR STUCK OPEN AND NOT WORKING	09/26/18

# thyssenkrupp Elevator's proposal to provide Elevator Maintenance and Repair Services for Radford University



RFP Number: R19-003  
November 9, 2018

engineering.tomorrow.together.





thyssenkrupp Elevator's proposal to provide  
Elevator Maintenance and Repair Services for  
**Radford University**

# Organization of Firm

RFP Number: R19-003  
November 9, 2018

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## Cover Letter

thyssenkrupp Elevator Corporation is incredibly excited about the opportunity to continue to serve as the elevator maintenance and repair provider for the Radford University. You can expect more from thyssenkrupp Elevator because we have challenged ourselves to meet your needs, and be considered an exceptional service provider with fair fees for services.

A modern elevator is a combination of hundreds of heavy duty mechanical and sensitive electronic parts. One minor issue can result in a chain reaction causing your elevators to shut down. That is why we offer comprehensive preventative maintenance to keep your elevators operating at their best. It helps to avoid major replacements and increases the life cycle of your elevators while optimizing energy efficiency. That means it is good for the environment and your bottom line.

We specialize in servicing all kinds of elevators, not just the ones we manufacture. Through our ITS Americas (International Technical Services) facility, we offer our mechanics the latest diagnostic tools, troubleshooting support, PC board repair, and technical training. This support is backed by our field engineers, available 24 hours a day, who are among the most skilled experts in the industry. Our field engineers' range of knowledge extends to non-thyssenkrupp Elevator equipment. Acquired equipment is used to build in-house simulators – 75 in total, that play a pivotal role in both training and writing service manuals. All this is done to support our over 2,700 technicians so they understand how most elevators on the market work – inside and out.

Our contract execution tools and maintenance control program will provide you with direct, real-time communications, maintenance schedules, remote monitoring, computerized route planning, a substantial parts inventory and computer tracking of maintenance calls.

The most important reason that we have been able to build a successful service history comes down to our people – both the quality and character of every individual member of the team that will provide service for your equipment, to all of the people in the Roanoke branch and the company as a whole. Our team members are dedicated, hard working employees with long tenures and a passion for the business. Our focus is keeping your elevators moving.

thyssenkrupp Elevator also believes that training is essential for the development and retention of the best qualified personnel in the industry. We know that the key to our success is our people, and that to be competitive in the service industry requires our staff be highly trained, stay abreast of technology, and have a supportive organizational infrastructure. Meeting and exceeding customer needs is a direct result of education, experience, and dedication at all levels of our organization.

In keeping with our desire to exceed our customers' expectations and provide seamless communications, we have instituted our Customer Portal which allows our customers to have real-time information regarding their service. We also have a quality assurance plan in place along with TKPlan, a capital planning service.

From a safety standpoint, you want to hire someone you can trust – a company that puts the safety of its employees and customers at the forefront. Our safety record is one of the best in the industry and we are always striving to have a zero injury environment.

As our Mission Statement says, "we hold ourselves to the highest standards" in all aspects of our service commitments, and want to continue to provide elevator maintenance and repair services to the Radford University.

Katie Hancock, Account Manager





**We are thyssenkrupp.**

Competence and diversity, global reach, and tradition form the basis of our worldwide market leadership. We create value for customers, employees and shareholders.

**We meet the challenges of tomorrow with our customers.**

We are customer-focused. We develop innovative products and services that create sustainable infrastructures and promote efficient use of resources.

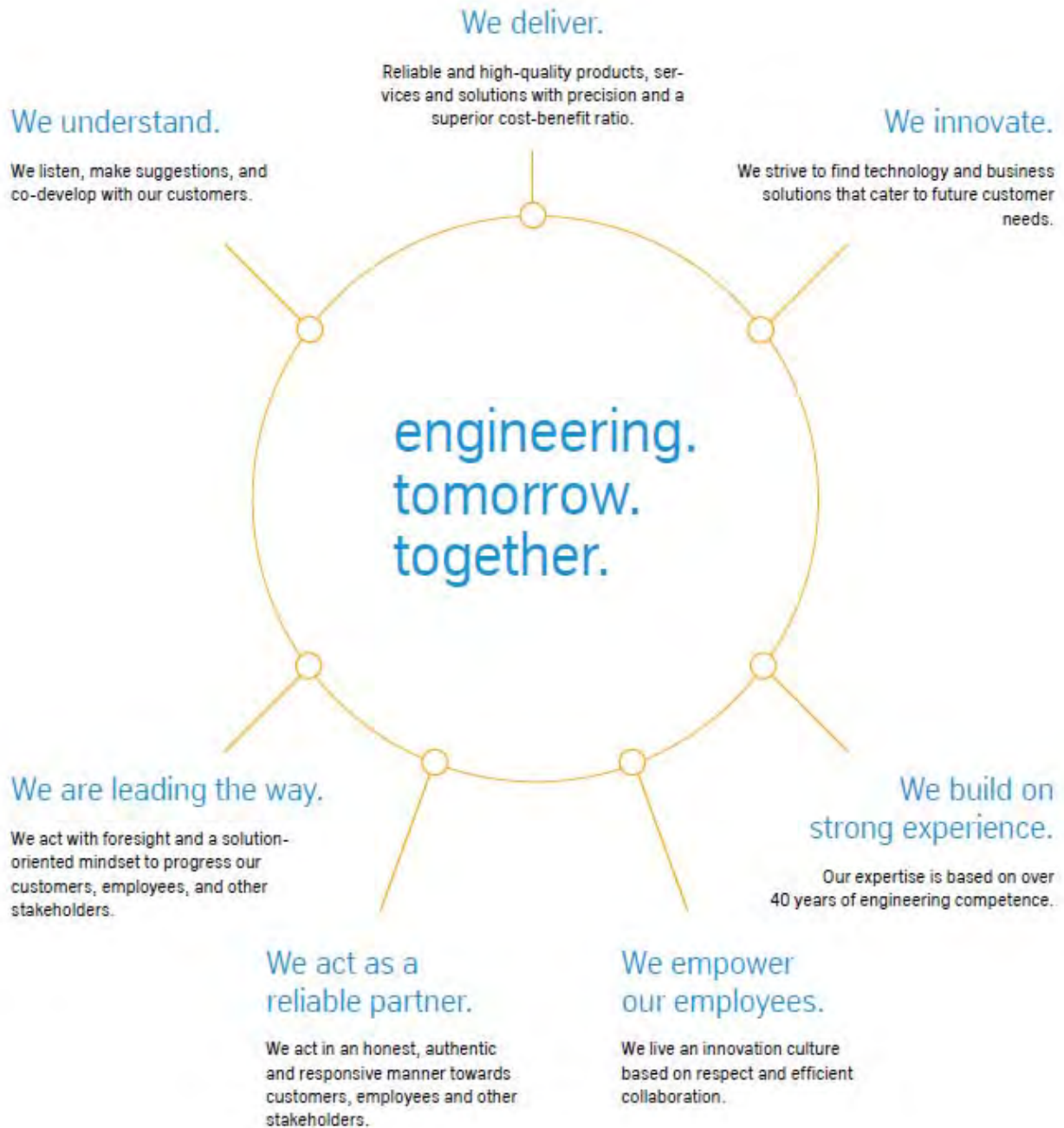
**We hold ourselves to the highest standards.**

We engage as entrepreneurs, with confidence, a passion to perform, and courage, aiming to be best in class. This is based on the dedication and performance of every team member. Employee development is especially important. Employee health and workplace safety have top priority.

**We share common values.**

We serve the interests of the Group. Our interactions are based on transparency and mutual respect. Integrity, credibility, reliability and consistency define everything we do. Compliance is a must. We are a responsible corporate citizen.







Our service concept is built on the basis of ensuring maximum passenger comfort, convenience and safety at all times while protecting the long-term value of your investment.

That is why our number 1 task is to ensure effective preventative maintenance and the constant smooth operation of your systems. The best thing for us and for you as the operator is to hear nothing. In advanced urban mobility solutions, no news is definitely good news.

We have decades of dedicated experience and expertise in all aspects of urban mobility, from elevators, escalators and moving walks to automatic doors. So even if your building has several mobility solutions from different suppliers, we can take care of all of them for you from a single source.

### **Always there**

We are there whenever and wherever you need us. 24/7/365. Our global network of over 24,000 service technicians ensures the reliability, dependability and safety of our mobility solutions across 900 branches and 150 countries worldwide.

### **Always competent**

Whatever systems you use in your buildings, we can provide you with comprehensive service through our global network of excellence centers. These are dedicated to maintaining all elevator brands worldwide by using the appropriate diagnostic systems and spare parts.

### **Always innovative**

Our goal is to shape the industry and we are constantly working on new ways to make people transportation more comfortable, safer and efficient. Predictive maintenance and mixed reality are two innovation areas we are pioneering to reduce response times and ensure maximum availability.

### **Always compliant**

thyssenkrupp Elevator offers you a complete certification, safety component and retrofitting service. Certified security and compliance improves safety and minimizes your risk liability. We always work in full compliance with legal regulations and all applicable norms and standards.

At thyssenkrupp Elevator, our aim is to make cities the best ever places to live: to move people safely, comfortably and efficiently, today and tomorrow.

We do this by intelligently applying existing technologies and developing next-generation solutions – working closely with you to advance an industry that moves more than 1 billion people per day, worldwide.



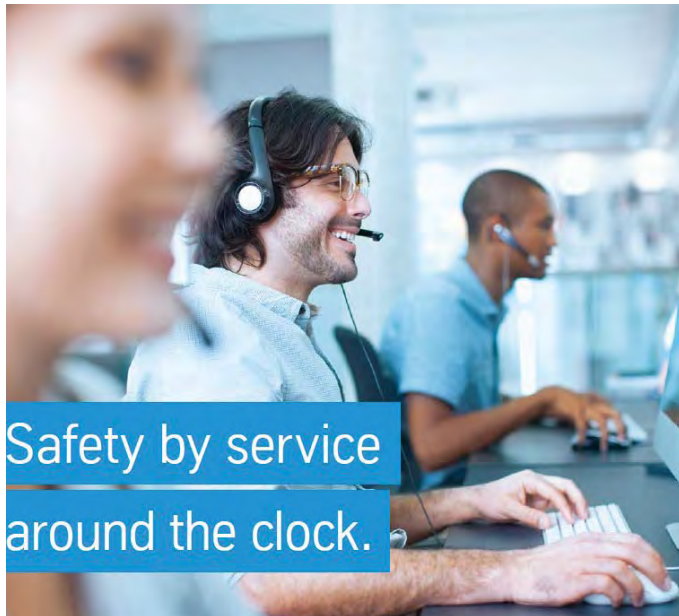
## Service Around The Clock

- The highest system availability, efficiency and safety
- Tailored service concepts for systems of all makes
- Personal contact always within reach
- Rapid, professional service
- Fast response thanks to our mobile online system

## Service Solutions

- A reliable emergency call system
- Personal support from highly skilled ASME A17.1 / CSA B44-16 certified engineers and technicians
- Parts replacement using only approved parts
- Intelligent systems for permanent safety monitoring

**Our focus is always on building a trusted partnership**



We have our own regional service centers across the area to answer your questions and provide rapid on-site support. We also provide a 24/7/365 emergency call service via our local service partners so that you can be confident that help will arrive quickly.

In case of emergency, our service center remotely monitors the elevator in real time, stays in contact with the occupants and initiates any necessary action. This means complete peace of mind for passengers and building operators alike.

We have a network of accredited, certified and highly trained service technicians nationwide. They can safely and rapidly handle any task, from fault analysis to releasing anyone trapped inside an elevator cabin. Whatever the challenge, you and your passengers are safe with thyssenkrupp.



## **Flexibility and personal service**

Whatever systems you operate, we offer a comprehensive maintenance service, including rapid supply of genuine spare parts and conformity with all relevant standards, regulations and innovative safety concepts. All our service plans are individually tailored to meet your precise needs and budgetary requirements.

The key to the long-term value you derive from your systems is the expertise of our engineers and the excellent personal relationships they develop and maintain.

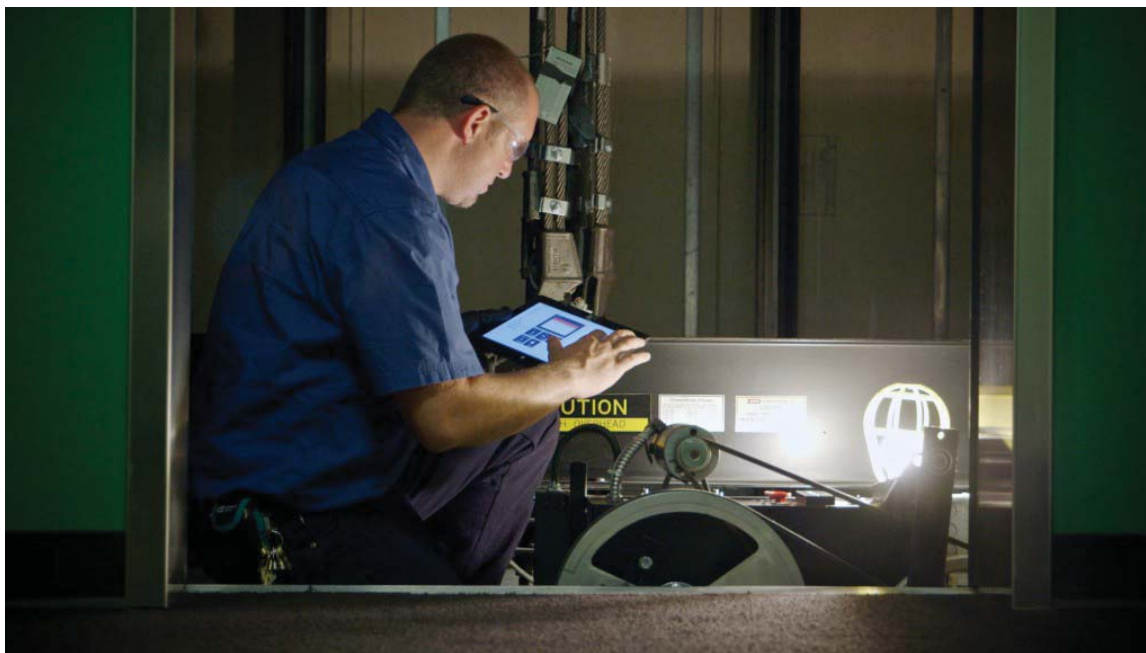
We will become virtual members of your own building management team.

All our service technicians are trained by experts who are specialists in specific application areas. This enables us to work closely with you to understand your needs and design a customized service program that ensures you meet your reliability and safety goals.

## **Flexibility, experience and passion for what we do.**

Whether you are looking for a basic maintenance or for our more comprehensive maintenance concepts – we will tailor your service and maintenance concept so that it suits your requirements and your budget.

You can trust that we define the best service and maintenance package together with you, considering all relevant legal regulations that apply for your type of building.



# thyssenkrupp Elevator Corporation Americas

## Company Officers

### Leadership

Richard Hussey, President & CEO

John Murnane, COO, U.S. Field

Steven Wedge, CFO

Jennifer Olmstead, CHRO

Eric Scrudgers, CLO





**Your dedicated Account Manager is your single point of contact. She will continue to provide constant and quick communication.**

Katie Hancock  
thyssenKrupp Elevator Corporation  
7746 Garland Cr.  
Roanoke, VA, 24019

Phone: (540) 561-4224  
Cell: [REDACTED]  
E-mail: [katie.hancock@thyssenkrupp.com](mailto:katie.hancock@thyssenkrupp.com)

**Branch management:**

**Jeff Slatcoff, Roanoke Branch Manager**

Phone: 412-367-7500, Cell: [REDACTED], [jeff.slatcoff@thyssenkrupp.com](mailto:jeff.slatcoff@thyssenkrupp.com)

Jeff will work with you to be sure that you are fully satisfied with thyssenKrupp Elevator's commitment, service and quality. He will liaison with the Account Managers and Field Supervisors to ensure that you receive the highest quality of service.

**Doug Shropshire, Roanoke Service Operations Manager**

Phone: 540-561-4221, Cell: [REDACTED], [william.shropshire@thyssenkrupp.com](mailto:william.shropshire@thyssenkrupp.com)

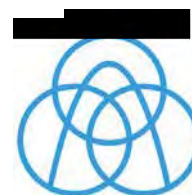
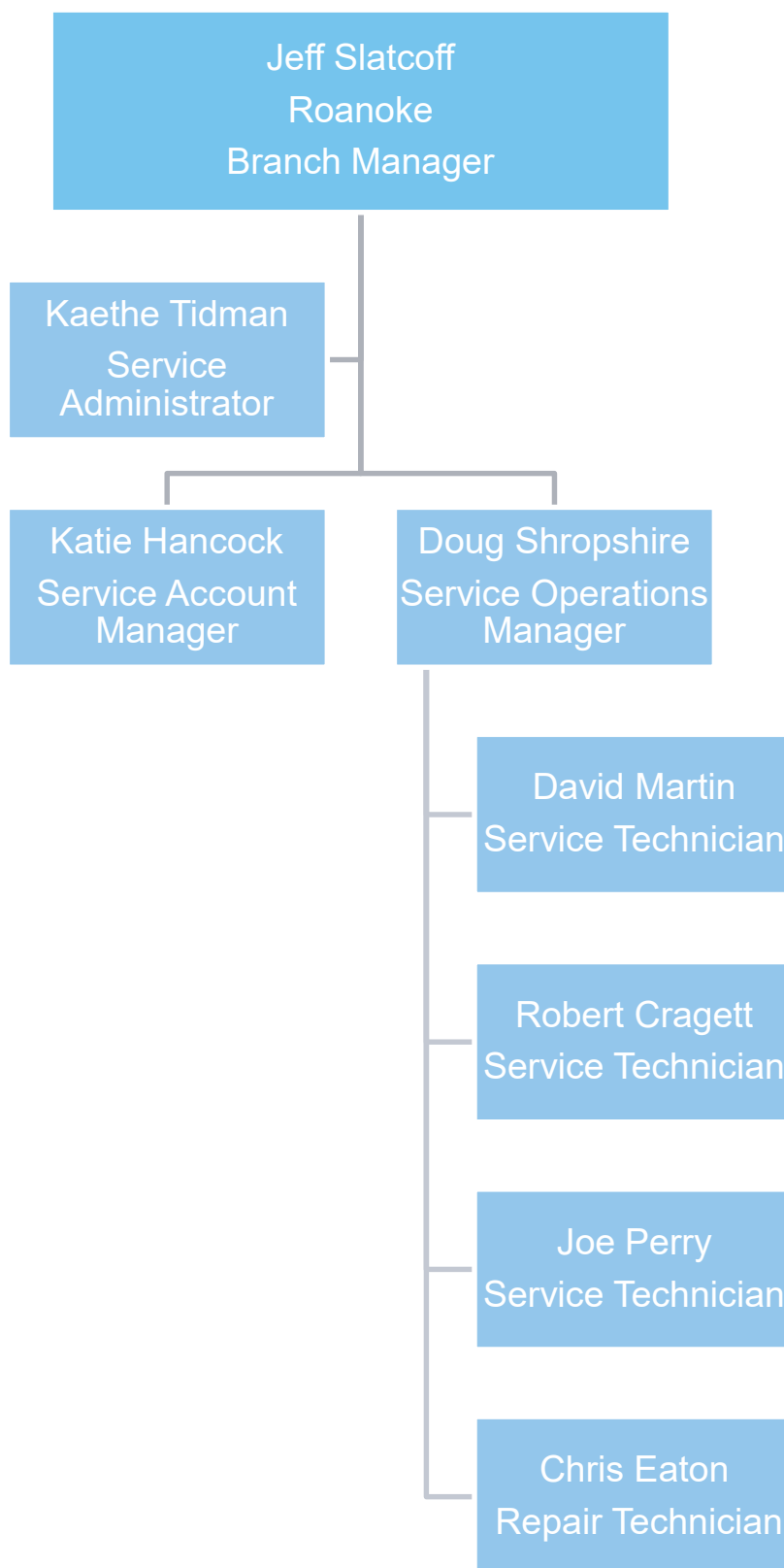
Doug will draw on his in-depth knowledge of elevators and direct the day-to-day supervision and execution of your service, including coordination of all work with the Account Manager, the Superintendent and the rest of the team. He will be responsible for ensuring that the work delivers both quality and value with a focus on effectiveness, efficiency and seamless coordination.

(540) 563-5700 Your Service Dispatch Number



# Roanoke Branch Organization Chart

Radford University Contract RU20002 - Elevator Preventive Maintenance and Repair Services Page 158 of 211



Our management plan for the Radford University's elevator maintenance agreement is focused on the value thyssenkrupp Elevator offers with our local approach. We offer the advantages of a professional elevator maintenance organization while bringing back some of the benefits of having in-house technicians. In other words, our technicians become your technicians. Although thyssenkrupp Elevator is the largest elevator producer in North America, our corporate philosophy is to allow each branch to run many functions on a local level. We plan to provide a dedicated telephone number for the Radford University to access our dispatchers during normal business hours. After hours, the local phone number will forward to our 24 hour service line for dispatch.

#### Service Methodology—Maintenance Control Program

With such a broad spectrum of elevator types in the Mobile Housing Board's portfolio, it is important to note that each elevator needs customized preventative maintenance in order to reduce down time. Our maintenance methodology is based on **proactive**, code compliant, focused preventative maintenance as the main factor in minimizing service requests, ensuring safe operation, and extending the useful life of vertical transportation equipment. Our greatest assets are our employees and we firmly believe that there is no substitute for regular, systematic, hands-on preventative maintenance. Our approach is to follow our Maintenance Control Program (MCP) which has been established in compliance with ANSI A17.1 2007 code, and has been adopted by the state of Florida. Maintenance tasks, as required by section 8.6 of ANSI A17.1 requires that maintenance procedures and intervals be based on certain criterion like usage, environment, accumulated wear, improved technology, and manufacturer's recommendations.

#### Environment

Environment is considered when evaluating elevator maintenance frequency. For example, a parking elevator which is exposed to the elements requires more maintenance than an elevator that is located in a clean, climate controlled environment.

#### Accumulated Wear

Accumulated wear is based on physical examination of each conveyance unit from a technician.

#### Improved Technology

As elevator technology improves, even new products can benefit older elevators. New technology can reduce maintenance tasks and improve performance. These upgrades can and should reduce the maintenance pricing. We will work with you to produce accurate capital planners for upgrades that will enhance safety and reduce maintenance frequencies, a program that we call TKPlan.

#### Manufacturers Recommendations

As with automobiles or other forms of transportation, elevator manufacturers recommend certain maintenance tasks be performed on a schedule compliant with their specifications. These recommendations are factored into our maintenance frequency. However, ANSI A17.1 code requires certain maintenance tasks be performed at certain intervals, regardless of any usage based or predictive interval methods. Utilizing the methodology within our maintenance control program has enabled us to average 2.3 callbacks per elevator per year, far below the industry average.

#### Service Request Response Time

Our market share has allowed us to strategically locate technicians to be close to the elevators that they maintain. Our staffing levels and locations increase our response time and give the technicians more time maintaining elevators instead of wasting valuable time in between locations. In addition to the technicians who will be assigned to service your facilities, we have additional technicians for support and for the after hours on call rotation.



thyssenkrupp assigns resources to:

- Plan, develop processes for and deliver products to meet or exceed customer code and regulatory requirements.
- Maintain and continually improve the quality of service
- Enhance quality and customer satisfaction
- thyssenkrupp leadership is committed to employing personnel who are proficient in the procedures and technical capabilities required for the activities they are assigned. These employees are continually provided training opportunities to enhance their abilities, keep up with current trends and provide opportunities for advancement. Part of each training has a section on quality assurance.
- thyssenkrupp policies regarding employee health and safety and environmental protection define the implementation of requirements for adequate and safe facilities and plant activities.

#### Auditing

thyssenkrupp conducts audits which are performed to several applicable industry standards. The audits evaluate compliance with quality assurance requirements to:

- Test effectiveness of process to ensure it works as intended and results are achieved.
- Plan based on status and importance of the process, as well as on results of previous audits.
- Audit results, including timeliness and effectiveness of corrective and preventative actions, reviewed by management at all levels of the organization.

#### Audit Mechanisms

- Local audits: for high-frequency detailed process assessments.
- Independent internal audits: full-time and volunteer auditors who drive cross-organizational learning.
- Organizations within thyssenkrupp define and implement monitoring and measurement needed to demonstrate conformity of product and the QMS and to identify opportunities for improvement by:
  - Setting specific and measureable quality objectives and verifying that these objectives are being achieved within the specified timeframes.
  - Verifying that product requirements are met at the appropriate stages of production and/or service provision through in-process inspection and testing.

#### Continuous Improvement

thyssenkrupp continually improves the effectiveness of its service quality through:

- Quality policy
- Quality objectives
- Collection and analysis of non-conformance data
- Root cause analysis





- Corrective and preventative actions
- Management reviews
- Benchmarking

\*thyssenkrupp utilizes various process improvement methodologies along with traditional quality management activities to drive sustainable improvements.

## Corrective and Preventative Action

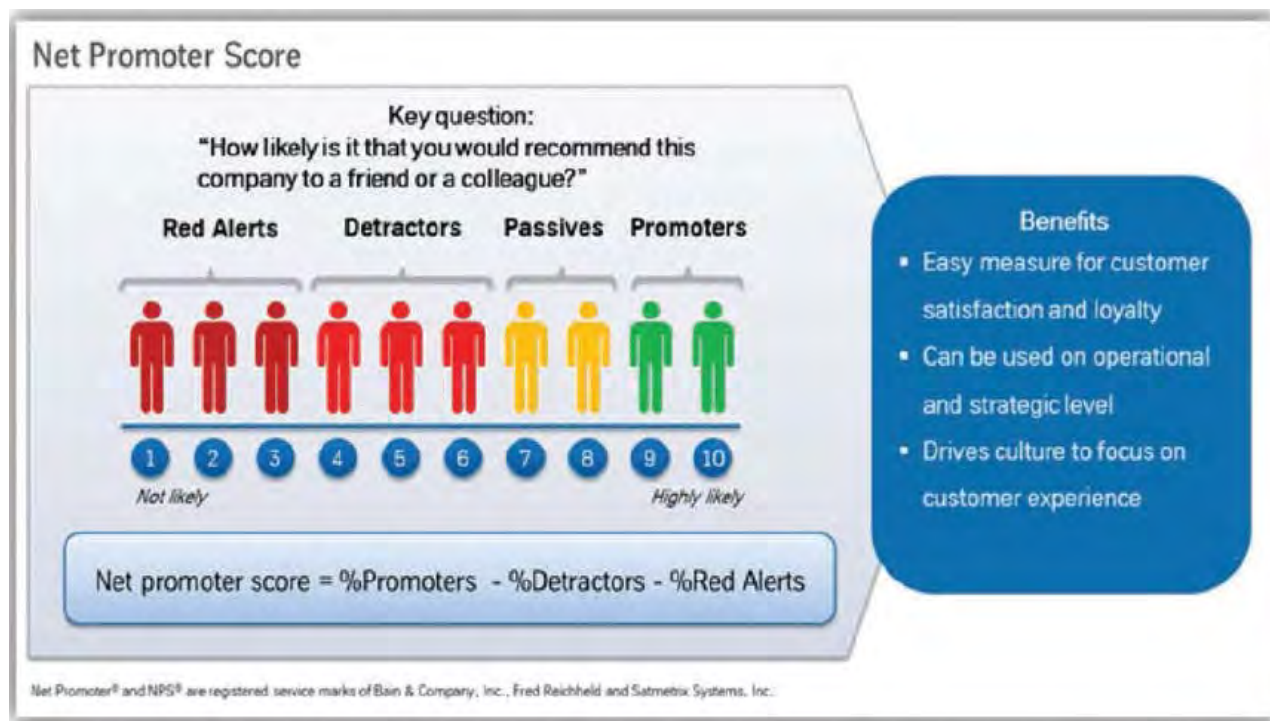
- In order to drive sustainable corrective and preventative action, thyssenkrupp establishes and maintains a process for continuous improvement of its products, services and processes. This process defines requirements to:
  - Prioritize non-conformance, including customer complaints, audit findings and results of internal and external quality control mechanisms
  - Analyze and determine the causes of the non-conformances
  - Evaluate the need for corrective and preventative action in order to prevent occurrence of the non-conformances
  - Determine and implement the actions needed
  - Verify the effectiveness of the actions taken



## Customer Satisfaction

We conduct online surveys of our service customers on an annual basis. Our primary measurement for customer satisfaction is the Net Promoter Score (NPS), which is a key performance indicator for the organization.

Customer issues are typically handled promptly from the local branch office, however should an issue not be resolved to a customer's satisfaction, we encourage them to contact our Customer Care Department either by phone or by email. The Customer Care team logs the issue into our Customer Relationship Management (CRM) system, generating a case requiring immediate response from the branch personnel. Customer Care then follows up within 24 hours to ensure the issue was resolved to the customer's satisfaction.



thyssenkrupp conducts NPS surveys to:

- Analyze results and comments to identify key areas for improvement.
- Enable the personnel that perform the analysis to work with local, regional, functional and executive leadership teams to develop action plans that drive impactful improvement.
- Review action plans and subsequent results within the organization.



# Customer Quality

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thyssenkrupp Elevator embraces a customer-driven quality improvement process that generates continuous improvement and learning at both the personal and professional level. The process is powered by the leadership of thyssenkrupp managers at all levels who are the catalyst for developing performance objectives that are embraced throughout the organization and which bring value and honor to the company and its employees.

Our objective is to deliver superior elevator service, to distinguish the properties we service from those of our competitors, and to sustain consistently high levels of client/tenant satisfaction. To achieve these results, we cultivate feedback processes by which we will hold ourselves accountable. These include:

- Site inspections by supervisors and/or service managers on a weekly basis, documented by written reports.
- Quality Service Reviews (QSRs) that consist of a monthly walk-through by a superintendent.
- Regular Performance Conferences with building management.
- Customer Satisfaction Survey that allows every customer to personally grade our performance on twelve (12) critical factors.
- Random, unannounced, quality audits by thyssenkrupp's regional Field Service Auditors, who report directly to the District Vice President. These independent auditors assure that branch service operations are consistent throughout the regions and corporation.



## Ensure Training

- **Right Team Right Training**
- Identify the right service team with the skill sets and experience you need
- Union provides a comprehensive training program that all people entering the trade for the first time must complete. The training periods is of no shorter than five years, and following completion, the eligible mechanic must pass a comprehensive exam prior to becoming a certified IUEC elevator mechanic.
- All employees are continuously trained in safety practices and procedures.



## Operational Excellence

- **Operational Excellence**
- Operational structure ensures constant monitoring of deliverables.
- Constant up-skilling.
- Manage safety and/or training issues.
- Process documentation and adherence.
- All labor provided by thyssenkrupp Elevator is provided by and affiliated with the international Union of Elevator Constructors (IUEC).



## Quality Audit

- **Quality Assurance**
- Focus on doing it right the first time.
- Quarterly site inspections by Supervisors and/or Service Managers documented by written reports.
- Regular performance conference with building management.
- Semi-annual Quality Audit often including an instrumental vibration, noise and performance analysis.
- Random, unannounced, quality audits by thyssenkrupp's Regional Field Service Auditors, who report directly to the Regional President.



thyssenkrupp Elevator's proposal to provide  
Elevator Maintenance and Repair Services for

**Radford University**

# Financial Condition of Offeror

RFP Number: R19-003  
November 9, 2018

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### ThyssenKrupp Elevator Corporate Information

FEDERAL I.D. Number [REDACTED]

Incorporated: September 28, 1984

DUNS Number: [REDACTED]

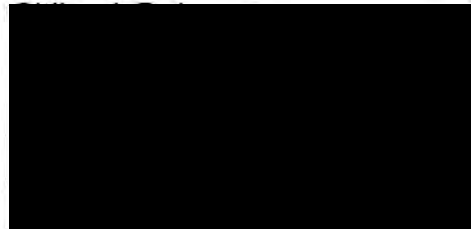
A Wholly Owned Subsidiary of:

ThyssenKrupp Elevator Corporation

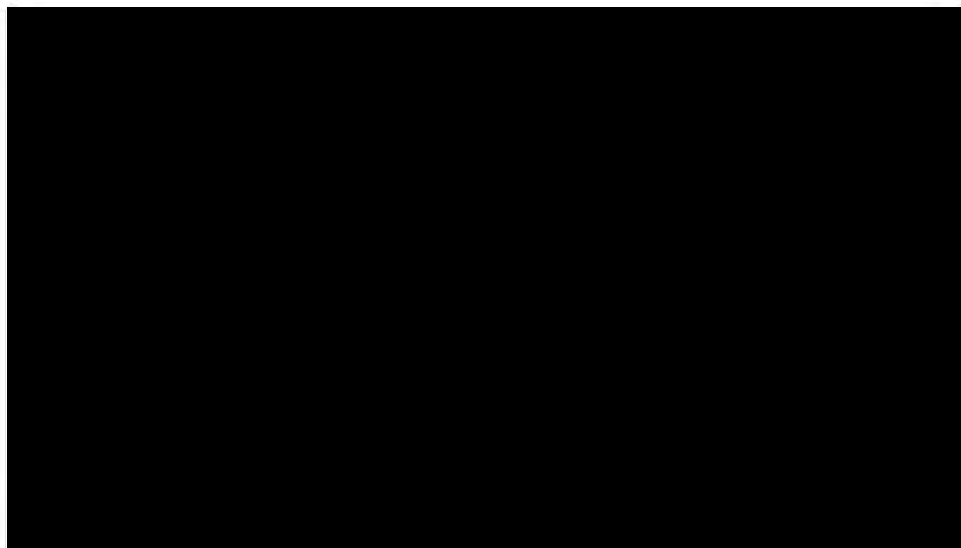
11605 Haynes Bridge Road, Suite 650

Alpharetta, GA 30009

Bank Reference:



### Current Credit References



thyssenkrupp Elevator's proposal to provide  
Elevator Maintenance and Repair Services for  
**Radford University**

# Experience

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At thyssenkrupp around 160,000 employees work to develop innovative products and solutions for sustainable progress. With our engineering expertise in the three areas of Material, Mechanical and Plant, we enable our customers to gain an edge in the global market. The basis for our actions is responsible corporate governance geared towards long-term value growth. Our employees are key to our success. We are a responsible corporate citizen.

					
<b>Components Technology</b>	<b>Elevator Technology</b>	<b>Industrial Solutions</b>	<b>Materials Services</b>	<b>Steel Americas</b>	<b>Steel Europe</b>
<ul style="list-style-type: none"> <li>• Automotive Components</li> <li>• Powertrain; chassis</li> <li>• Industrial Components</li> <li>• Slewing bearings, seamless rings</li> <li>• Undercarriages for crawler equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Elevators</li> <li>• Escalators &amp; moving walks</li> <li>• Passenger boarding bridges</li> </ul>	<ul style="list-style-type: none"> <li>• Chemical/petrochemical plants</li> <li>• Cement plants</li> <li>• Mining and materials handling equipment</li> <li>• Production systems for auto and aerospace industry</li> <li>• Submarines; naval vessels</li> </ul>	<ul style="list-style-type: none"> <li>• Industrial materials distribution</li> <li>• Raw materials trading</li> <li>• Technical infrastructure services for production</li> <li>• Stainless steel production (AST)</li> </ul>	<ul style="list-style-type: none"> <li>• Premium slab production (CSA)</li> </ul>	<ul style="list-style-type: none"> <li>• Premium flat carbon steels</li> <li>• Innovative material solutions for e.g. automotive industry</li> </ul>

## Firm History

In the late 1900's, two of Germany's largest and oldest steel companies, Thyssen Stahl AG and Krupp Hoesch Stahl AG, merged to become one of the largest and oldest steel corporations in the world.

From that merger, thyssenkrupp AG diversified into five core business units – steel, component technology, elevator technology, industrial services and materials services. thyssenkrupp AG stock was first traded on March 25, 1999, opening on the Xetra trading system at a price of 17.90 Euros. Since then thyssenkrupp AG's stock has become established as a successfully traded security on the Xetra systems and on the Frankfurt and Dusseldorf stock exchanges.

**Thyssen entered the North American elevator market in the 1980's** with the acquisition of Northern Elevator, a major Canadian manufacturer and service provider based in Toronto. In the early 1990's Thyssen moved into the U.S. market with the acquisition of U.S. Elevator Corporation's factories and service network. We then acquired Dover Elevator and its subsidiaries, Arizona Elevator, General Elevator, Lagerquist Elevator, Miami Elevator, Payne Elevator, and Sound Elevator to create the largest elevator sales and service company in North America. In 1984 thyssenkrupp Elevator Corporation was incorporated in the U.S.

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### engineering.

... is part of our identity. It describes how we think. In the factory, in the office, in every location worldwide. It means developing solutions for our clients, both big and small. Today and tomorrow. As a diversified industrial group we deliver reliable, premium products, services, and solutions – on time and at affordable prices. We know our clients and their markets. We invest in important technological innovations and in this way help make the world a little better. We are a reliable partner – that is our promise.

### tomorrow.

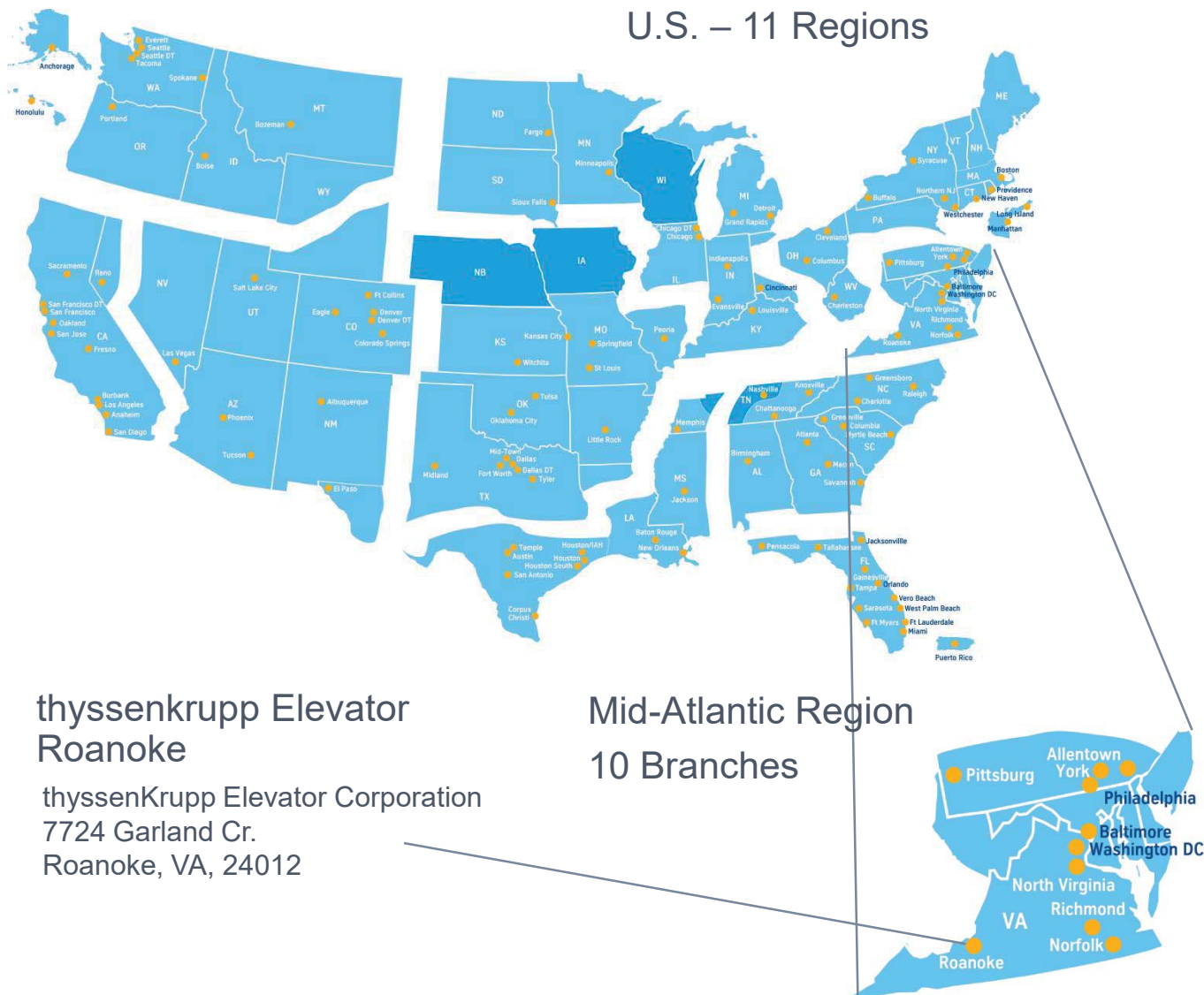
For over 200 years we have been shaping industrial history. From this history comes our strength and our knowledge. But a prestigious past is not enough to take on the challenges of the future. Which is why we are thinking today about what we want to accomplish tomorrow. We know now what the future world and our clients need. We are developing sustainable solutions to meet future demands, improving what already works and revolutionizing industries to make lives better and to give our customers a competitive advantage.

### together.

We share our knowledge, combining and leveraging it to create innovations – beyond the borders of individual companies, industries, and nations. Our enterprises profit from cooperation and collaboration across different divisions and departments. "together" is a promise to our clients, our partners, and each other. We trust and are trustworthy, working as a team, learning from one another and developing collectively. Because the greatest goals can only be achieved together.



## U.S. – 11 Regions



# thyssenkrupp Elevator Roanoke

thyssenKrupp Elevator Corporation  
7724 Garland Cr.  
Roanoke, VA, 24012

## Mid-Atlantic Region

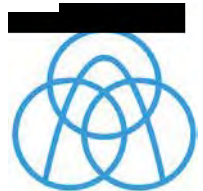
### 10 Branches

## thyssenkrupp Elevator By the Numbers:

• Employees Globally	50,282
• Employees Americas	14,000
• Employees U.S.	7,000
• Elevator Technology Sales	\$7.5 billion
• Elevator Service Employees	26,000
• Locations Globally	900
• Locations Americas	230
• Locations U.S.	116
• Units Under Service	1,300,000 (approx)







# Experience With Government Customers In The Mid-Atlantic Region

Frederick County Government  
State of Maryland – WDS Tower  
Ft. Meade  
Maryland Department of General Services  
Housing Authority of Baltimore City  
Carroll County Government  
City of Frederick  
Fort Detrick  
Baltimore County Revenue Authority  
U.S. Environmental Protection Agency  
District Courthouse Cumberland  
National Fire Academy  
Maryland State Police  
Page County  
City of Richmond  
Parsons Government Services  
Federal Reserve Bank  
U.S. Mint  
County of Warren  
Lehigh County Prison  
Department of Veteran Affairs  
City of Chesapeake  
City of Portsmouth  
City of Hampton  
City of Suffolk  
York County

U.S. Coast Guard Headquarters  
City of Newport News  
URS Federal Services  
TRW Federal Systems  
Philadelphia Navy Yard  
Camden County  
Erie Federal Complex  
City of Danville  
Spotsylvania County  
Delaware River Port Authority  
Beaver City  
Caroline County  
Roanoke County  
HUD  
Smyth County  
Montgomery County  
Wythe County  
Buchanan County  
Washington DC Department of Corrections  
ABM Government Services  
Embassies of multiple countries  
Lehigh County Prison  
Tobyhanna Army Depot



# One World Trade Center - A Testament To Our Capabilities And Dedication

thyssenkrupp Elevator Americas is honored to have manufactured and installed 73 elevators and 11 escalators for One World Trade Center, a national landmark and symbol of great pride for the United States.

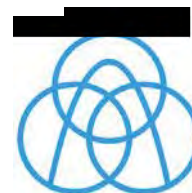
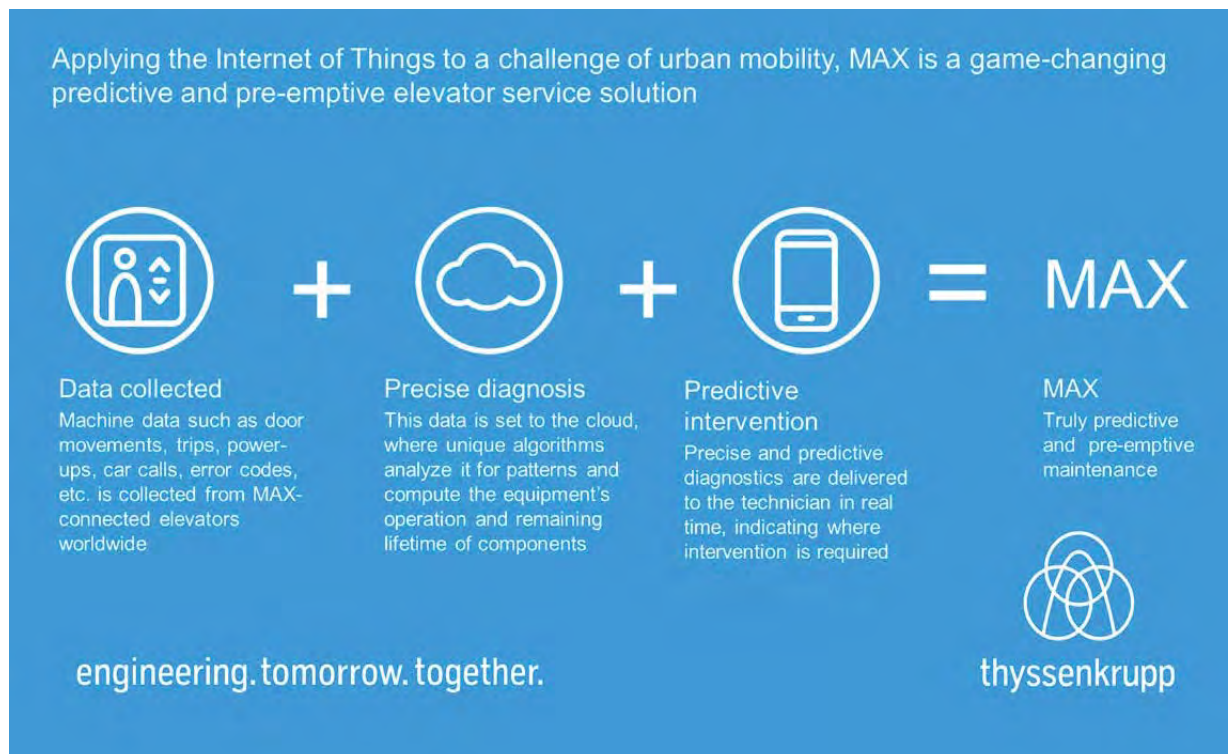
The Cars are the fastest elevators in the Northern Hemisphere traveling 2000 fpm(23Miles per hour)

Our connection to One World Trade Center is further proof of the commitment to American workmanship that thyssenkrupp Elevator has been providing on every elevator we have manufactured for over 100 years.

**Our commitment, expertise and experience are also on display as the maintenance and repair services provider.**



- thyssenkrupp Elevator is a leader in elevator technology and equipment.
- MAX is a game-changing solution to maximize elevator availability.
- Applies the Internet of Things (IoT) to elevator maintenance,
- The industry's first, real-time, cloud-based predictive maintenance solution.
- MAX leverages the power of Microsoft Azure, a cloud platform developed to advance IoT, in order to create a truly game-changing predictive maintenance service with the power to maximize elevator uptime.





## Better capacity for planning.

Moving from reactive troubleshooting to proactively preventing failures, MAX provides advance information about the wear and tear of elevator components, allowing you to anticipate and plan for future costs and schedule disruptions



## More transparency.

MAX gives you the benefit of data-driven maintenance service based on clear and transparent data and hard facts. Real time information about your elevator's operation, performance and service history are readily available

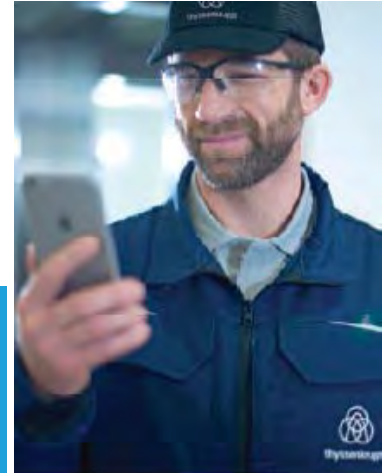


## All-round advantages.

The benefits of maximizing elevator uptime will be felt not just by users through less time wasted and businesses through productivity gains, but also by building owners and custodians. After all, state-of-the-art, MAX-maintained elevators where downtime has been reduced by half add to the appeal of any building.

## Enhanced safety and reliability.

Elevator safety and reliability are further improved as any anomalies are immediately reported to a technician – and when MAX is in full protective mode, will be reported even before they occur



## Faster service.

Precise fault diagnosis and possible solutions sent to the technician in real time ensure that a solution is found quickly and service disruption times are minimized or even eliminated

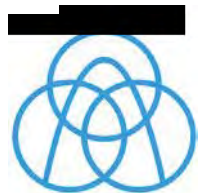


## Prolonged Elevator Lifetime.

An enhanced maintenance service supported by MAX will ensure optimized maintenance for all elevator components, thus prolonging your elevator's overall lifetime



Blending 3D holographic content with the physical world, Microsoft's mixed-reality HoloLens devices will soon enable our engineers to take service interventions to the next level. With HoloLens, they can visualize and identify problems with elevators ahead of a job, and have remote, hands-free access to expert advice when on site, resulting in significant savings in time and stress.



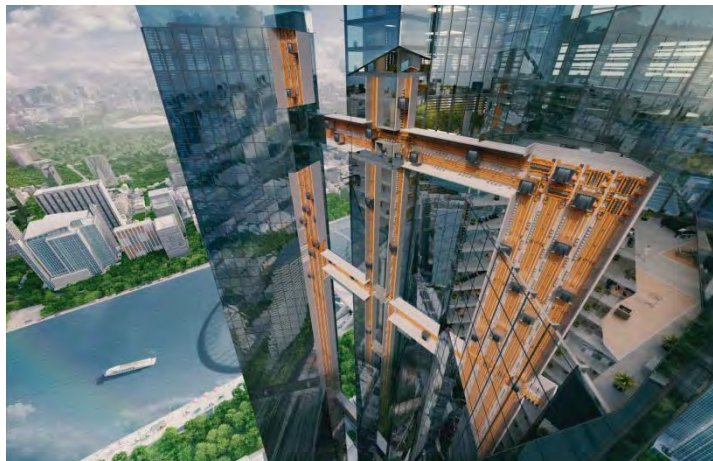


# thyssenkrupp Innovations – MULTI / TWIN

## MULTI Elevator

TIME magazine named the MULTI elevator system by thyssenkrupp Elevator as one of its "25 Best Inventions of 2017." Unveiled on June 22, 2017, to the public at the thyssenkrupp test tower in Rottweil, Germany, MULTI is the first and only elevator to be able to move both horizontally and vertically due to its revolutionary rope-less technology. The innovative elevator system offers dramatically expanded design and construction possibilities for architects, builders and urban planners.

**MULTI will make its first commercial home in Berlin at OVG Real Estate's East Side Tower by 2021,**



## TWIN Elevators

The TWIN elevator has two cars that operate independently in one shaft. It makes the most efficient use of available space, uses less energy and transports up to 40% more passengers than conventional elevators

thyssenkrupp Elevator will install the first TWIN elevator system in the Americas in Atlanta in the Atlanta's Technology Square, a high performance computing center operated by Georgia Tech.

**We will be manufacturing and installing 5 TWIN elevators, 7 conventional elevators and 2 escalators in the 25 story building**



thyssenkrupp Elevator's proposal to provide  
Elevator Maintenance and Repair Services for  
**Radford University**

## References

RFP Number: R19-003  
November 9, 2018

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# References

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Liberty University



James Madison University



Roanoke Memorial Hospital



Washington and Lee University



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Elevator Maintenance and Repair Services for

# Radford University

## Offeror's Proposed Strategy and/or Methodology

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## Accelerated Maintenance Program

Elevators are a major capital investment and a vital part of your operations. Preventative maintenance is the only way to get top performance and long life from your equipment. Our technicians receive the best training in the industry. Our systematic and regular approach to elevator maintenance will provide you with confidence that their elevators will perform when needed.

thyssenkrupp Elevator offers a comprehensive one-stop service for all brands. Our competence and expertise in the maintenance and repair of all kinds of systems benefits our customers by:

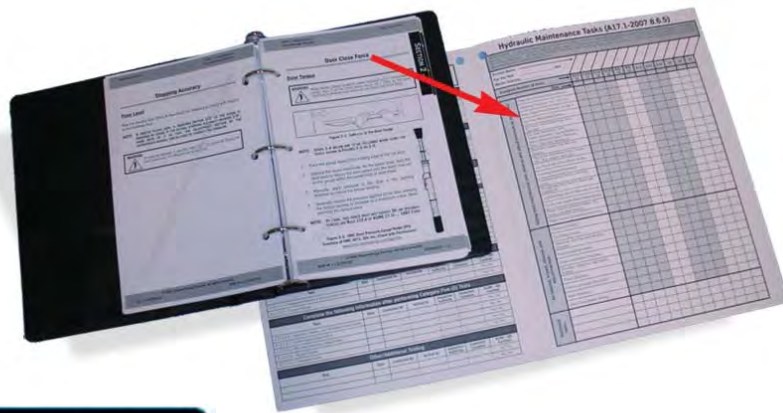
- Constantly updating knowledge of competitors' equipment using the latest technical information.
- Technical manuals and customized diagnostic tools with state-of-the-art software develop in-house that easily interface with other manufacturers' control systems.
- Dedicated and continuous technical training to 24,000 service technicians worldwide.
- 24/7 availability of a wide geographic network of experts who support service technicians by phone or in the field whenever third-party expertise is required.
- Extensive stock of spare parts from all major elevator brands, available on demand.



# Maintenance Control Program

thyssenkrupp Elevator's code compliant **Maintenance Control Program (MCP)** outlines the basic elevator and escalator procedures (B.E.E.P.) Each employee is issued a B.E.E.P binder to follow for maintenance procedures. This is made up of procedures for the examination, maintenance and testing of your elevators and escalators to ensure the utmost in safety and performance, giving you unsurpassed benefits. Hardcopy available upon request.

## Maintenance Tasks & Records (MTR)



Convenient, detailed list of maintenance tasks scheduled to be performed

Maintenance Tasks & Records Log (MTR), allowing for a record of tasks, historical data, list of tests required and test results

Maintenance tasks clearly defined by equipment type – maintenance personnel can visibly understand responsibilities

Permanent, hard copy of records that remain with the equipment owner

## TKE BEEP Maintenance Manual



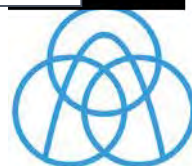


# Maintenance Program Sample Forms

## First Inspection Checklist - Elevators

Job Site:		Branch:		
Person performing inspection (print):		Date:		
		YES	NO	N/A
<b>Machine Room</b>				
Proper Disconnect				
a. Capable of Lock out / Tag out service				
b. All phases disconnect when de-activated				
Wiring diagrams on site				
Inspect controller for improper jumpers				
Proper size fuses in controller circuits				
All guards in place				
Lighting, machine room should be well illuminated especially in controller areas				
Self closing / self locking machine room door				
Clean and clear of debris and/or tripping hazards				
Condition of Machine / Generator / Cables / Governor / Governor cable				
<b>Fire protection:</b>				
Are fire extinguishers of proper size & type, charged, tagged & certified within last year?				
Are work areas clean of unnecessary combustible materials?				
<b>MSDS</b>				
Are all containers of cleaners & chemicals clearly marked with contents?				
Are MSDS's available for all chemicals and cleaners on site?				
<b>Door Interlocks &amp; Safety Circuits</b>				
Car gate interlock functional				
All hoistway door interlocks functional				
Verify entire Safety Circuit				
<b>Car Top</b>				
Stop Switch Functioning				
Inspection Operation Functional				
Work Light & GFCI receptacle				
Fall Hazards (any gap more than 12" wide must be protected via hand rail or fall protection must be used)				
Clean and clear of all unnecessary debris				
<b>Cab</b>				
Safe Edge / Electric eyes or Microlight functional				
Kinetic Energy # Door Torque #				
Hoistway Access operational				
Independent Service Operational				
Fire Service Functioning Properly				
ADA Phone Operational				
Leveling (each floor in up and down direction)				
Verify operation of the alarm bell and in car stop switch				
Cartop escape hatch secured from the cartop side				
Cab Lighting / Emergency Lighting				
<b>Pit Area</b>				
Ladder (in good condition and secure)				
Light (operational and provides enough light to see all areas of pit)				
Stop Switch Operational				
Operational GFCI receptacle				
Clean, dry and clear of debris				
Evidence of previous flooding				
<b>Slips &amp; Trips:</b>				
Are work area walkways clear of debris, spills and unnecessary tools & materials?				
Are access areas well lit?				
Do catwalks and walkways have proper railings or safety cables?				

COMMENTS:



# Maintenance Program Sample Forms

## Hydraulic Maintenance Tasks (A17.1-2007 8.6.5)

INSTRUCTIONS: [1] Upon each regular visit, service personnel must print his / her name, date this maintenance log and check [v] the corresponding box in the spaces provided. This log is not for use during callbacks, unless regular maintenance is also performed at that time. [2] If a task is not done during a regular visit, do not check the corresponding block. [3] Cross out those tasks listed below which are not applicable to this elevator [unit]. [4] Fill in Jobsite Information (front cover), Year and Month Starting, and Assigned Number of Visits.

Printed Name _____ For the Year _____ and Month Starting _____													
Assigned Number of Visits _____		4,6,9, 12	4,6,9, 12	4,6,9, 12	4,6,9, 12	6,9, 12	6,9, 12	9,12	9,12	9,12	12	12	12
Date _____													
During each maintenance visit, observe and adjust/maintain as necessary:	Clean and Inspect Machine Room												
	Stopping Accuracy + or - [0.5 in]												
	Door Close Force [Torque] <30 lbf. #												
	Car Door Recpeping Devices												
	Car Door, Gate Equipment, and Operator												
	Car Stop Switch(es), Emer. Communications, Signals/Buttons, Alarm (Optional Switch/ Buttons), Emer. Light and Ventilation												
	Clean and Inspect Car Top and Devices												
	Top of Car Operating [Insp.] Device, Incl. Stop Switch, and Light												
	Car Top Guide Shoes/Roller Guides												
	Leveling Devices/Hardware												
	Hoistway Doors, Tracks, and Door Locks												
	Pit Lighting, Stop Switch, Clean and Inspect Pit												
	Jack/Packing and Oil Recovery Device												
	Car Bottom Guide Shoes/Roller Guides												
	Power Unit Oil Level/Condition, Oil Leaks, and Belt Tension												
	Motor Starter Contacts/Connections												
As required, inspect, observe, and adjust/maintain:	Traveling Cable[s]												
	Car Safety Device												
	Overhead, Car Top, and Hoisting Sheaves												
	Directional/Final Limits												
	Clean and Inspect Hoistway												
	Oil Lines, Supports, and Spring Buffers												
	Power Supplies												
	Motor Lubrication [Dry Unit]												
	Valve Strainers												
	Door Close Kinetic Energy												
Additional Items:													



# Maintenance Program Sample Forms

## Hydraulic Test Records

**INSTRUCTIONS:**

- (1) Use one record for each controller.
- (2) When any section of the Maintenance Tasks & Records is complete or full, replace with a new Maintenance Tasks & Records.
- (3) Turn in all complete or full Maintenance Tasks & Records to Branch Office for filing.

### Hydraulic Internal Audit Record

Date	Auditor	Title

### Elevator # \_\_\_\_\_ Hydraulic Oil Machine Room Log

If the reason for the missing oil cannot be determined by visual inspection, the unit must be taken out of service (lock-out/tag-out) until cause is determined, corrected, and tested per ASME A17.1 by relief valve setting and system pressure test and cylinder leak down test.

Date	Additional Oil Amount	Cause	Technician

### Complete the following information after performing Category One (1) Tests

	Date	Conducted By	Verified By	Inspection Authority	Inspection Company	ASME - QEI Certified
8.11.3.2.1 - Relief Valve Setting and System Pressure Test						Yes / No
8.11.3.2.2 - Hydraulic Cylinders and Pressure Piping						Yes / No
8.11.3.2.3 - Additional Tests						
8.11.3.2.3 (a) - Normal Terminal Stopping Devices						Yes / No
8.11.3.2.3 (b) - Governors, Overspeed Switch, and Seals						Yes / No
8.11.3.2.3 (c) - Safeties						Yes / No
8.11.3.2.3 (d) - Oil Buffers						Yes / No
8.11.3.2.3 (e) - Firefighter's Emergency Operation						Yes / No
8.11.3.2.3 (f) - Standby Power Operation						Yes / No
8.11.3.2.3 (g) - Power Operations of Door System						Yes / No
8.11.3.2.3 (h) - Emergency Terminal Speed Reducing Devices						Yes / No
8.11.3.2.3 (i) - Low Oil Protection Operation						Yes / No
8.11.3.2.4 - Flexible Hose and Fitting Assemblies						Yes / No
8.11.3.2.5 - Pressure Switch						Yes / No

### Complete the following information after performing Category Three (3) Tests

Test	Date	Conducted By	Verified By	Inspection Authority	Inspection Company	ASME - QEI Certified
8.11.3.3.1 - Unexposed Portions of Pistons (roped hydro)						Yes / No
8.11.3.3.2 - Pressure Vessels						Yes / No

### Complete the following information after performing Category Five (5) Tests

Test	Date	Conducted By	Verified By	Inspection Authority	Inspection Company	ASME - QEI Certified
8.11.3.4.1 - Governors, Safeties, and Oil Buffers (roped hydro)						Yes / No
8.11.3.4.2 - Coated Ropes (roped hydro)						Yes / No
8.11.3.4.3 - Wire rope fastenings (roped hydro)						Yes / No
8.11.3.4.4 - Plunger Gripper						Yes / No
8.11.3.4.5 - Overspeed Valves						Yes / No

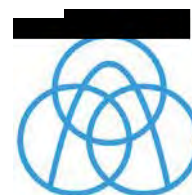
### Other/Additional Testing

Test	Date	Conducted By	Verified By	Inspection Authority	Inspection Company	ASME - QEI Certified
						Yes / No
						Yes / No



## Service Assurances

- That your **equipment will operate safely, reliably and at its optimum performance levels.**
- Maintenance of your equipment at a level that **enhances the building image.**
- That your equipment investment is protected with our maintenance service and it's **lifespan will be maximized**, thereby eliminating expensive, pre-mature repairs and modernization.
- That your equipment will be maintained and serviced **in accordance with all national, state and local elevator codes.**
- We **will provide numbers to access us on a 24 hour, 7 day per week basis.** We are always there for you to assist with technicians to respond to your requests for service and provide technical engineering staff to assist technicians should they encounter unusual service problems.
- We will **continue to invest in state-of-the-art technology** to provide you with the most efficient and cost effective means of equipment service, real time records and reporting, and innovative product information.
- We will **monitor the real time physical operation of your equipment** and take the necessary action to remedy the situation.
- You will have **immediate access to current web site information regarding your elevator service** reports and records.
- We have the **insurance** to protect your customers should something unforeseen and unpreventable occurs with your equipment.
- You will **be informed regarding recent code changes, advancements in technology, safety enhancements and equipment upgrades** available to keep your equipment operating at peak levels of performance, reliability and safety.
- You will be provided with a **dedicated Account Manager** who will be your contact for any service questions or issues and will be your first line of contact regarding your service program. He or she will also provide consultations for you regarding financial and budgetary planning, equipment modernization and upgrade recommendations, code compliance and interior planning and design.
- We will **maintain readily available supplies of high quality replacement parts and components.** Our technicians are empowered to order these replacement parts and components prior to failure to prevent costly service interruptions, entrapment or injury.
- **Dedicated Regional Trainers** in each of our regions.
- We will remain unsurpassed in our **ability to service other manufacturers' products** with highly trained and skilled technicians with the expertise to diagnose and repair the equipment, provide replacement parts, and technical support.
- **We invest more than all our competitors to train our management, service and repair technicians.** They are trained by the union, and when they join thyssenkrupp Elevator they are trained by professionals through our International Technical Services.





## Contract Execution

### thyssenkrupp Elevator's Commitment to Radford University

- Contract dedicated maintenance personnel
- Local supervision and support
- Substantial back-up from surrounding major service centers
- Corporate management commitment to support of contract

### Contract Execution Tools

- Direct, real-time communications via smartphone
- Engineered maintenance schedules
- Computerized recording and tracking of trouble calls
- "Red Alert" failure analysis/callback reduction program
- Equipment specific training commitment
- Periodic Radford University/ thyssenkrupp Elevator joint review of contract performance
- Customer Portal

### Computer Aided Route Planning

- Technicians assigned to planned routes in limited geographical areas for rapid response.
- Develop familiarity with unique building requirements and on-site personnel.
- Programmed route schedules ensure buildings are visited routinely.
- Weekly management review of service records.

### Machine Shop Capabilities

- thyssenkrupp Elevator has its own machine shop facility. It is equipped with all machine tools (lathes, milling machines, etc.) to adequately support our maintenance customers and any major repair or modernization. Our machine shop has frequently operated on a 24-hour basis to meet emergencies to help our clients.

### Inventory

- thyssenkrupp Elevator has over \$4,000,000.00 national parts inventory that is computer controlled. In addition, it is thyssenkrupp Elevator's plan to meet or exceed all maintenance parts needs. In addition to our technician's well-stocked service vehicle, we also intend to keep an on-site inventory to more effectively maintain the building's elevators



## Contract Execution

### Computerized Dispatching and Records

- Every dispatch action logged with dispatch time and problem found reporting.
- Service history of each elevator maintained in computer log.
- Red alert reports highlight problem units for extra service.
- Smartphones for rapid dispatching and troubleshooting.
- Supervisors monitor radio traffic to provide direction and assistance.
- Equipment configuration records on each unit speed parts ordering.

### Auxiliary Services

- Genuine factory parts and computerized diagnostic equipment.
- Factory bulletins with the latest technical and equipment updates.
- Latest software improvements and upgrades.
- Code experts available at no additional cost, free ADA surveys.
- Complete modernization department.
- Extensive elevator parts products from accessibility lifts to gearless elevators and escalators.
- Design engineers to interface controllers with security and fire service systems.

### Advantages

- Equipment maintained to preserve life and reduce out of service time.
- Protect your large investment in elevator equipment.
- Maintain quality of your elevator day after day.
- No one knows more about elevators.
- Long history of service – we will be here when you need us.
- Reduced elevator complaints.
- Experienced management team.

In the event of a service failure by thyssenkrupp Elevator, the local Key Account individuals (up to and including the Branch Manager) will be responsible for addressing the immediate customer concerns. If Radford University is not satisfied with the progress of the local team, concerns may be escalated at any time to the, Regional Vice President or Regional President with the expectation of a face to face meeting to reach a mutually agreeable plan of action. thyssenkrupp Elevator and Radford University will evaluate any costs or losses associated with an ability to perform to the contract and negotiate any such reasonable remedies.



# Maintenance Program-Technician Training

You want to hire someone you can trust. A company that specializes in servicing all kinds of elevators, not just the ones we manufacture. Through our ITS facility and other training programs we offer our mechanics the latest in diagnostic tools, troubleshooting support, PC board repair, and technical training. This support is backed by our field engineers, available 24 hours a day, who are among the most skilled experts in the industry.

Our field engineers' range of knowledge extends to non-thyssenkrupp Elevator equipment. Acquired equipment is used to build in-house simulators – 75 in total – that play a pivotal role in both training and writing service manuals. All this is done to support our over 2,700 technicians so they understand how most elevators on the market work – inside and out.

All certified journeyman mechanics assigned to work on this equipment shall be trained as follows:

- Must have the ability to provide maintenance service on all of the different brands and types of vertical transportation equipment covered by this Contract Agreement.
- Must have the complete ability to adjust, troubleshoot and repair all of the different brands and types of vertical transportation equipment covered by this Contract Agreement.
- Must have the ability to test all of the different brands and types of vertical transportation equipment covered by this Contract Agreement.
- Must have the ability to modify or change the operational adjustments on all typed of vertical transportation equipment covered by this Contract Agreement, including those conditions that require modification to better serve United Methodist Home's needs, improve reliability and to increase safety of operation.
- Must have the ability to adjust all types and brands of hydraulic control valves to improve reliability, safety of operation and performance of the equipment.
- Must have the ability to diagnose intermittent operational problems and make needed corrections, on driving machines, electrical controller equipment, door operators and other technical systems
- Shall not need the assistance of other elevator technicians to correct at least 99+% of all operational problems which may arise.
- Shall be trained to be efficient, accurate and responsible for completing all tasks without delays in accomplishing the tasks assigned in connection with the Contract Agreement.
- Shall be a courteous, self-starting, highly motivated, accurately focused, safety oriented person.
- Certified mechanics shall always exhibit an interest in carrying out each and every requirement of this Contract Agreement, without delays and excuses.



# Safety – Our Number 1 Priority

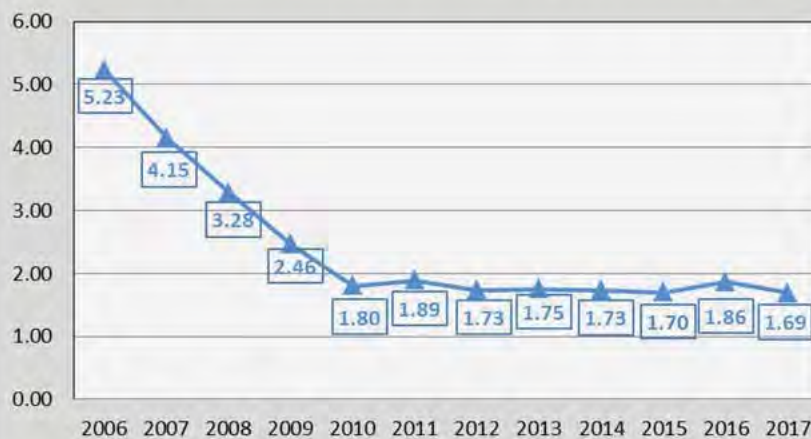
“At thyssenkrupp Elevator, we regard our employees as our most valuable asset. We are committed to protect our employees, the public, property, and the environment from accidental loss. Providing our employees with a safe and hazard free workplace is our primary objective.”

Richard Hussey  
CEO thyssenkrupp Elevator

## Experience Modification Rate (EMR)

2013	.67
2014	.71
2015	.77
2016	.76
2017	.75

## OSHA-Recordable Injury Frequency Rate History



## Employee Safety & Accident Prevention

- Quarterly 4-hour safety training courses following all OSHA guidelines.
- Monthly vehicle inspections.
- Quarterly job-site inspections done by District Safety Coordinator.
- Weekly technician inspections on the job-site randomly done by service superintendents.
- At thyssenkrupp Elevator safety is a top priority. There is no “chain of command” regarding an employee’s desire to discuss a safety related issue with any level of management.

JOB HAZARD ANALYSIS		RISK ASSESSMENT	
This form must be completed if any safety hazards exist on the jobsite.			
Product Type / Machine Number _____			
Job / Building Name _____			
TASK OR ACTIVITY	RISK INVOLVED	CORRECTIVE ACTION IMPLEMENTED	
Mechanic / Foreman: _____		Date: _____	
Copy - Superintendent			
*In the event you must circumvent company policy - Regional Safety Manager MUST be notified for approval.			
Date Issued 01/01/2006	© 2015 ThyssenKrupp Elevator. All rights reserved.		Revised Edition 03/01/2015





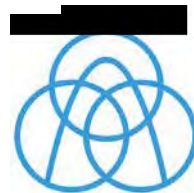
## Resources

**Each of our Service Technicians is supplied with a company vehicle fully stocked with the components that historical evaluation indicates will most likely be required for their specific route and the elevators on that route.** This assures to the highest degree possible that we have the part with us when we respond to a service call. Further, we stock each on-site equipment room with the most frequently used items tailored to the specific needs of that building's equipment.

In addition to our mobile inventory and on site inventory, all of our local offices includes an attached warehouse stocked with all major and minor parts, repair tools and state of the art electronic testing equipment utilized by all thyssenkrupp Elevator service technicians. The value of this parts inventory is in excess of \$100,000. Major components are available at our warehouse facility ready for immediate delivery to your property. We invite you to inspect our facility at your convenience.

On a national level, thyssenkrupp Elevator has the ability to network among all of our service locations for support, parts or training when necessary.

**We are able to provide outstanding elevator maintenance and repair through continuous updated training and field technical support provided by our International Technical Services (ITS) support facility.** This is truly a world class research and development site for competitor equipment and we invite you to visit with us and learn of its capabilities first hand.



# Resources

Radford University Contract RU20002 - Elevator Preventive Maintenance and Repair Services Page 190 of 211

Motors  
Motor generators  
Hoist ropes  
Governor ropes  
Guide rails  
IBM and Potter Brumfield relays  
IBM relay bases  
Overload replacement parts  
Resistors  
Diodes  
Selector floor bar contacts  
P.I. skis  
Director switches  
Optical leveling sensors  
Starter contacts  
Pushbutton contacts  
Safety edge replacement parts  
Photo eye replacement parts  
Door lock contacts  
Car roller guide parts  
Fan  
Door operator motor brushes  
Door operator switches

Hoist motor brushes  
Generator brushes  
Machine seals  
Gear oil  
Rope lube  
Solid state boards  
Microprocessor board  
Hydro valve replacement parts  
Hydro valve coils  
Starter coils  
Lubricants  
Cleaning supplies  
Optical leveling cars  
Electronic timers  
Fuses  
Bulbs for pushbutton and P.I. lights  
Door hanger rollers  
Door gibs  
Selector cable sheave & springs  
Counterweight roller guide parts  
Door operator motor replacement parts  
Door operator contacts  
Motion control engineering-software & circuit boards

## Source of Major Replacement & Spare Parts

thyssenkrupp Elevator  
(Parts Lending Force)  
P.O. Box 2177  
Memphis, TN 38117

## PC Board Repair Facility:

thyssenkrupp Elevator  
7481 NW 7<sup>th</sup> Street  
Miami, FL 33144

## Machine Shop Facilities: (Can operate on a 24 hour basis if necessary)

EMS Electrical Motor Services, Inc  
3400 Bartlett Blvd.  
Orlando, FL 32811

## Middleton, Tennessee Factory

Our Middleton, TN facility, one of three elevator manufacturing facilities in the Americas and is the location of the world's largest Salvagnini automated fabrication line. This is a state-of-the-art conveyor-to-assembly system, produces elevators known for their automated flexibility, accuracy, speed and longevity.

Our factories continue to build practically every component that goes into a thyssenkrupp Elevator. The same manufacturing facilities that have produced more elevators than any other company in North America still make our own gears, cut our own sheet metal, and wormhole our own renowned valves. We test and retest at the component and system level, according to the most exacting standards in the business. This facility has recently been awarded the Gold LEED Certification for Existing Buildings.

## Horn Lake Mississippi Test and Qualification Tower

Includes a 138 ft. test and qualification tower that features a penthouse 1,325 ft. machine room and observation deck, and a 12,900 ft. lab. Approximately 12 engineers, with more than 125 years combined elevator experience – work in the tower. Engineers can test for qualification and global test standards, codes and compliance testing and product verification and validation. Built in 1964, the test tower houses 14 hoistways used for testing a broad spectrum of thyssenkrupp Elevator systems

## Dallas, Texas International Technical Services

thyssenkrupp Elevator, a worldwide leader in elevator manufacturing, offers comprehensive elevator maintenance with our International Technical Services (ITS Americas) center. ITS offers the latest diagnostic tools, troubleshooting support, PC board repair and technical training. In addition to thyssenkrupp brand elevators, our ITS-trained technicians can service a variety of manufacturers' units. In fact, over one-third of the elevators serviced by thyssenkrupp are manufactured by our competitors.

Established in the 1990s, ITS has evolved into an unmatched technical support facility, with global offices situated in China, England, and Brazil. This extensive, international knowledge exchange elevates thyssenkrupp Elevator far beyond the achievements of our competitors.



## International Technical Services (ITS)

The provision of high-quality service and maintenance for elevators is one of the major pillars of thyssenkrupp Elevator. Through our global International Technical Services centers of excellence, we cover all maintenance-related requirements, regardless of the manufacturer. This is a unique concept in the industry and an invaluable advantage for our customers.

### **The expertise behind our multi-brand service**

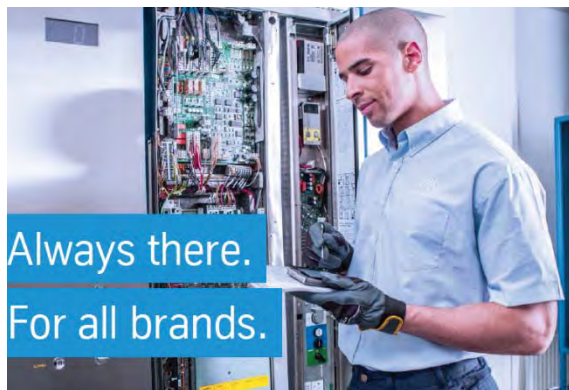
Our industry know-how transcends the globe thanks to our worldwide network. Each International Technical Services center of excellence is dedicated to delivering world-class support in maintaining our multi-brand elevator service portfolio to meet regional and local market needs. One of our ITS locations is in Dallas, TX.

### **International Technical Services Centers of excellence for your benefit**

Due to our global network of International Technical Services excellence centers, we are committed to making our extensive knowledge in third-party maintenance accessible to each of our service technicians from all corners of the world. From this superior training, research and support facility, we equip them with the tools and skills required to provide a comprehensive high-quality service for our customers.

This includes training courses on new and old elevator control systems, as well as cutting-edge diagnostic tools developed in house for analyzing and troubleshooting the control systems of every major elevator brand as well as access to 24/7 real-time support for the service technician on site. We also repair and stock critical printed circuit boards, ready for immediate dispatch anywhere.

**We are your full one-stop shop for all elevator brands worldwide.**







### ENGINEERING

- Our engineers average over 25 years in the industry
- In-house simulators are constructed and play a pivotal role in understanding elevator technology
- Have diagnostic tools our competitors don't have
- 24 hour telephone service to our field technicians



### PC BOARDS & COMPONENTS

- We repair thousands of PC boards and critical components from every manufacturer
- Maintain an exchange inventory of more than 2,000 of our competitors' circuit boards



### THYSSENKRUPP COMMUNICATIONS

- Our call center monitors elevator telephones 24 hours a day, 365 days a year
- Digital record of every service call to keep response time below 10 seconds
- Handles over one million calls every year in 130 different languages



### RESEARCH & DEVELOPMENT

- New product development, competitors equipment analysis, laboratory testing and tool development.
- Continuously analyzes and develops products, test equipment, and testing procedures for the many models of elevator controllers on the market.



### TRAINING & TECHNICAL PUBLICATIONS

- ITS provides unmatched competitor equipment training for over 1,000 technicians per year
- Over 150 publications each year including:
  - Service Manuals
  - CDs
  - Bulletins
  - Quick Reference Guides
  - Self Study Guides
  - Brochures

### Field Engineering



John Arterburn  
Schindler  
Westinghouse  
37 Years



Ken Bearden  
thyssenkrupp  
31 Years



Jim Baker  
thyssenkrupp  
14 Years



Nick Bickel  
thyssenkrupp  
38 Years



Bryce Michaels  
Engineering Manager  
OTIS  
38 Years



Tommy Budd  
KONE  
32 Years



Brandon Busch  
Escalators  
10 Years



Andy Cleek  
thyssenkrupp  
12 Years



Bill Cook  
Escalators  
23 Years



Brad McGinnis  
KONE  
18 Years



Ken Cox  
thyssenkrupp  
40 Years



Joe Foltz  
Engineering Support  
15 Years



LiQiang Gong  
CEC  
29 Years



Fred Hein  
Repair Manager  
33 Years



Matt Napier  
thyssenkrupp  
19 Years



Pat Johnston  
Fujitec  
Armour  
46 Years



Ken Hess  
Schindler  
33 Years



Steve Love  
OTIS  
37 Years



Tully Mangum  
OTIS  
39 Years

Key take away: Our Field Engineers have decades of experience and are experts on tkE and competitor equipment.





## Customer Portal

[Redacted text block]

[Redacted text block]

[Redacted text block]



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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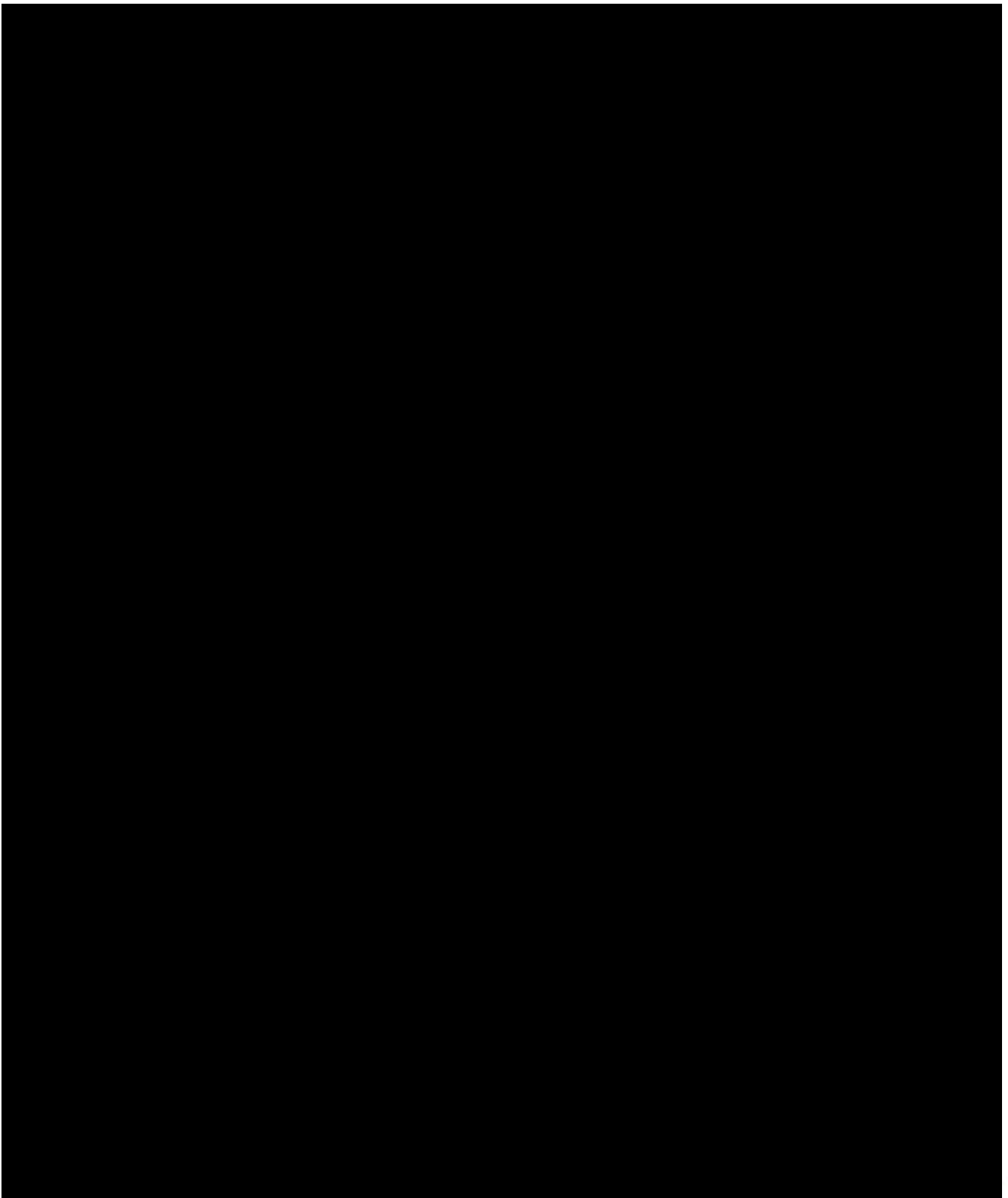
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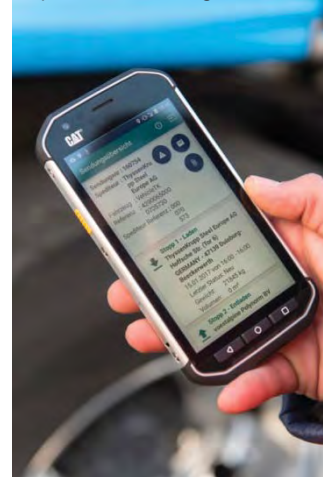


thyssenkrupp Elevator Resident Mechanics are all equipped with a Smartphone. This provides increased Communication & Documentation both internally and externally

Please note, all trouble calls and maintenance tasks are recorded through thyssenkrupp Elevator operating system, the email option is in addition to the Supervisor, Account Manager and Dispatching.

It does not replace normal operating practices.

**Your service dispatch number is (540) 563-5700**

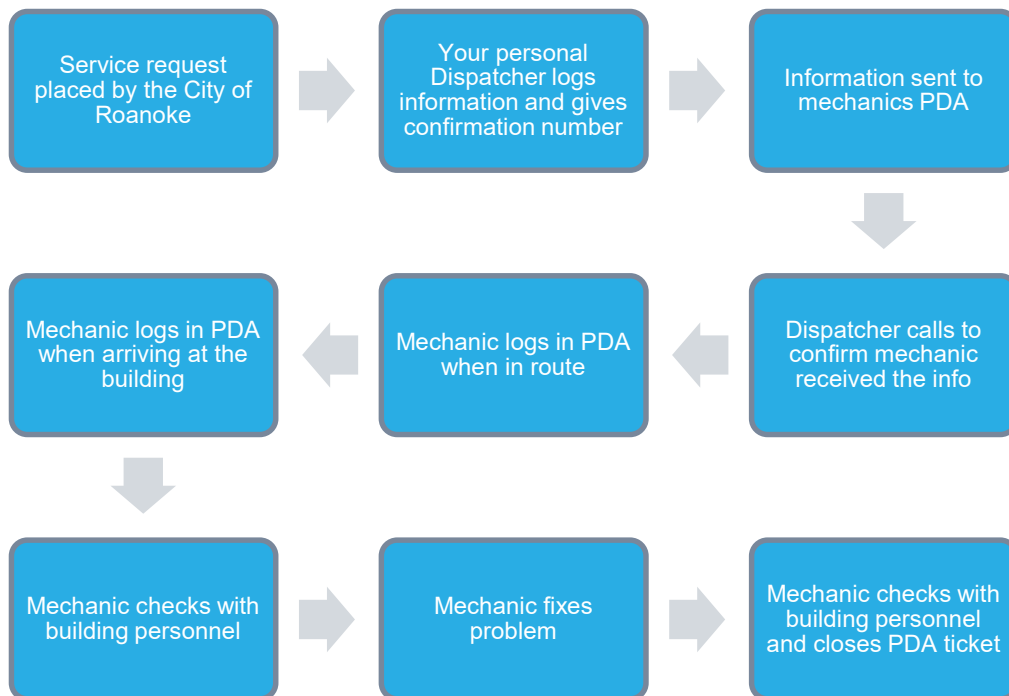


#### From 8:00 A.M. to 4:30 P.M.

1. Our 24-hour service number is (803) 798-3895.
2. Report the problem as specifically as possible, giving the building name and address, your name and the exact elevator affected.
3. If possible, give a brief description of the problem, i.e., door not opening, car not answering calls, etc.

#### From 4:30 P.M. to 8:00 A.M. WEEKENDS, HOLIDAYS

1. Follow the daytime procedures as noted above.
2. Your call to (803) 798-3895 will be taken by our trained personnel located at thyssenkrupp Communications. Please provide all requested information, including phone number where you can be reached.
3. The designated service mechanic will call you back to verify your need for service and to advise you of the approximate arrival time.





It is the policy of thyssenkrupp Elevator Corporation to achieve and maintain all of its operating procedures in compliance with applicable governmental rules and regulations. Respecting Used Oil, which is a category of Waste specially regulated under the Resource Conservation and Recovery Act throughout the United States. The Company shall utilize procedures for the containerizing, labeling, transport, storage, transfer and disposition of Used Oil that are RCRA compliant and in accordance with the Standards for the Management of Used Oil as set forth in 40 CFR Part 279. In locations where local or state law requires additional, more stringent, or complimentary procedures, the more stringent or additional complimentary procedures will be followed.

Employees are expected to learn and utilize proper procedures for the handling and management of Used Oil. Failure to know or utilize the proper procedures will be regarded as a failure of employee performance that can result in appropriate disciplinary process.

The Company has adopted a Used Oil Management Protocol which is designed to comply with the law and good management practices. Managers and employees shall utilize the Protocol. Corporate-wide Supervision of the Protocol, Training and questions regarding its implementation are managed by the Director of Health and Safety. Each Branch Manager or his/her designee shall see to the correct and proper use of the Protocol at Company locations and in connection with all services that result in the generation, transport, storage and disposal of Used Oil.

We have designated the Regional Safety Managers to train personnel who will handle used oil. Direct any questions concerning used oil training to this person.

Under this Protocol, employees are informed of used oil management procedures relevant to the positions in which they work. This training occurs both in the classroom and on the job. We keep records of job titles and written job descriptions for all positions related to used oil management and the names of employees filling each job. We also keep records describing the type and amount of training provided.



# thyssenkrupp Elevator – A Leader In Sustainability

Radford University Contract RU20002 - Elevator Preventive Maintenance and Repair Services Page 198 of 211

## thyssenkrupp Elevator's U.S. Factory, in Middleton, TN Earns LEED® Gold Certification for Existing Buildings

“LEED certification identifies ThyssenKrupp Elevator Manufacturing as a showcase example of sustainable design and demonstrates your leadership in transforming the building industry,” said officials from the USGBC.



### **Attachment C**

Contractor's supplemental contract correspondence as follows:

1. Clarification Questions and Responses, dated January 9, 2018
2. Negotiation Points and Responses, dated February 27, 2019
3. Clarification Questions per Negotiation Meeting on March 8, 2019

### **R19-003 Clarification Questions – ThyssenKrupp Elevator**

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Please enter your company's response to the questions below and email back to Jeff Groseclose at jbgrosec@radford.edu no later than close of business on Wednesday, January 9, 2019. To clarify certain areas of the proposal submitted in response to the RFP# R19-003, we are requesting a response to the items listed below.

1. Radford University Question: Please provide details and complete information on technicians in the Roanoke Branch and any other technicians that will service Radford University, including names, roles, certifications, and years of experience. Do you have a proposed primary technician for Radford University.

David Martin will be the primary technician.

**David Martin – Virginia Certified Mechanic**

**21 years with ThyssenKrupp Elevator**

**28 years of elevator experience**

Factory trained on all Dover, ThyssenKrupp, Otis, Schindler, Montgomery, Westinghouse, General and U.S. Elevator equipment

**Robert Craggett – Virginia Certified Mechanic**

**18 years with ThyssenKrupp Elevator**

**23 years of elevator experience**

Factory trained on all Dover, ThyssenKrupp, Otis, Schindler, Montgomery, Westinghouse, General and U.S. Elevator equipment

**Joe Perry – Virginia Certified Mechanic**

**16 years with ThyssenKrupp**

**23 years of elevator experience**

Factory trained on all Dover, ThyssenKrupp, Otis, Schindler, Montgomery (KONE), Westinghouse, General & U.S Elevator equipment

2. Radford University Question: The quality service review is not being provided now. Is this a new service?

Yes, we would also like to have quarterly meeting to review any service issues/questions/concerns.

3. Radford University Question: Can Thyssenkrupp provide a technician on campus at a minimum of 16 hours per week and on which days?

Yes



4. Radford University Question: Can Thyssenkrupp provide a maximum of 2 hour response time to service calls?

Yes

5. Radford University Question: Does response time vary between regular time and overtime service calls?

No

6. Radford University Question: Please provide more details for specific proposal requirements listed in all paragraphs of section VIII.B.2. (Details and Plan for Providing Services) in the RFP. (page 12 of RFP)

As per your requirements, we will be on campus to perform maintenance on all of your elevators 16 hours per week. I have attached the document outlining ThyssenKrupp's plan for providing service also.

7. Radford University Question: Please elaborate on your experience with extractions?

ThyssenKrupp considers elevator entrapments as their highest priority. We have performed thousands of entrapments throughout of years in business and our mechanics are trained in detail about not only the safest procedures for removing passengers from elevators but also in reducing anxiety for a trapped passenger. We respond to entrapments first and make it our highest priority to remove the entrapped passengers quickly and safely.

8. Radford University Questions: Elaborate on training program for your certified technicians, specifically for new equipment, industry changes, code implications, extractions, and safety.

Attached to email

9. Radford University Question: Your proposal did not include a grand total sum for Annual Price for Elevator Preventive Maintenance, however Radford University summed the proposed unit prices and found the grand total sum to be \$9,479.00. Per an email dated December 12, 2018, \$9,479.00 is a monthly grand total sum and the annual grand total sum is \$113,748.00. Please confirm if your grand total sum for the Annual Price for Elevator Preventive Maintenance is \$113,748.00 or explain if otherwise.

Yes, the annual total is \$113,748.00.

10. Radford University Question: Your proposal includes a sample of a Certificate of Insurance. Will your company be able to provide a certificate of insurance that names Radford University as additionally insured if awarded a contract?

Yes

# Management & Operation of Services

Our management plan for the Radford University's elevator maintenance agreement is focused on the value thyssenkrupp Elevator offers with our local approach. We offer the advantages of a professional elevator maintenance organization while bringing back some of the benefits of having in-house technicians. In other words, our technicians become your technicians. Although thyssenkrupp Elevator is the largest elevator producer in North America, our corporate philosophy is to allow each branch to run many functions on a local level. We plan to provide a dedicated telephone number for the Radford University to access our dispatchers during normal business hours. After hours, the local phone number will forward to our 24 hour service line for dispatch.

## Service Methodology—Maintenance Control Program

With such a broad spectrum of elevator types in the Mobile Housing Board's portfolio, it is important to note that each elevator needs customized preventative maintenance in order to reduce down time. Our maintenance methodology is based on **proactive**, code compliant, focused preventative maintenance as the main factor in minimizing service requests, ensuring safe operation, and extending the useful life of vertical transportation equipment. Our greatest assets are our employees and we firmly believe that there is no substitute for regular, systematic, hands-on preventative maintenance. Our approach is to follow our Maintenance Control Program (MCP) which has been established in compliance with ANSI A17.1 2007 code, and has been adopted by the state of Florida. Maintenance tasks, as required by section 8.6 of ANSI A17.1 requires that maintenance procedures and intervals be based on certain criterion like usage, environment, accumulated wear, improved technology, and manufacturer's recommendations.

## Environment

Environment is considered when evaluating elevator maintenance frequency. For example, a parking elevator which is exposed to the elements requires more maintenance than an elevator that is located in a clean, climate controlled environment.

## Accumulated Wear

Accumulated wear is based on physical examination of each conveyance unit from a technician.

## Improved Technology

As elevator technology improves, even new products can benefit older elevators. New technology can reduce maintenance tasks and improve performance. These upgrades can and should reduce the maintenance pricing. We will work with you to produce accurate capital planners for upgrades that will enhance safety and reduce maintenance frequencies, a program that we call TKPlan.

## Manufacturers Recommendations

As with automobiles or other forms of transportation, elevator manufacturers recommend certain maintenance tasks be performed on a schedule compliant with their specifications. These recommendations are factored into our maintenance frequency. However, ANSI A17.1 code requires certain maintenance tasks be performed at certain intervals, regardless of any usage based or predictive interval methods. Utilizing the methodology within our maintenance control program has enabled us to average 2.3 callbacks per elevator per year, far below the industry average.

## Service Request Response Time

Our market share has allowed us to strategically locate technicians to be close to the elevators that they maintain. Our staffing levels and locations increase our response time and give the technicians more time maintaining elevators instead of wasting valuable time in between locations. In addition to the technicians who will be assigned to service your facilities, we have additional technicians for support and for the after hours on call rotation.



# Management & Operation of Services

thyssenkrupp assigns resources to:

- Plan, develop processes for and deliver products to meet or exceed customer code and regulatory requirements.
- Maintain and continually improve the quality of service
- Enhance quality and customer satisfaction
- thyssenkrupp leadership is committed to employing personnel who are proficient in the procedures and technical capabilities required for the activities they are assigned. These employees are continually provided training opportunities to enhance their abilities, keep up with current trends and provide opportunities for advancement. Part of each training has a section on quality assurance.
- thyssenkrupp policies regarding employee health and safety and environmental protection define the implementation of requirements for adequate and safe facilities and plant activities.

## Auditing

thyssenkrupp conducts audits which are performed to several applicable industry standards. The audits evaluate compliance with quality assurance requirements to:

- Test effectiveness of process to ensure it works as intended and results are achieved.
- Plan based on status and importance of the process, as well as on results of previous audits.
- Audit results, including timeliness and effectiveness of corrective and preventative actions, reviewed by management at all levels of the organization.

## Audit Mechanisms

- Local audits: for high-frequency detailed process assessments.
- Independent internal audits: full-time and volunteer auditors who drive cross-organizational learning.
- Organizations within thyssenkrupp define and implement monitoring and measurement needed to demonstrate conformity of product and the QMS and to identify opportunities for improvement by:
  - Setting specific and measureable quality objectives and verifying that these objectives are being achieved within the specified timeframes.
  - Verifying that product requirements are met at the appropriate stages of production and/or service provision through in-process inspection and testing.

## Continuous Improvement

thyssenkrupp continually improves the effectiveness of its service quality through:

- Quality policy
- Quality objectives
- Collection and analysis of non-conformance data
- Root cause analysis





# Management & Operation of Services

- Corrective and preventative actions
- Management reviews
- Benchmarking

\*thyssenkrupp utilizes various process improvement methodologies along with traditional quality management activities to drive sustainable improvements.

## Corrective and Preventative Action

- In order to drive sustainable corrective and preventative action, thyssenkrupp establishes and maintains a process for continuous improvement of its products, services and processes. This process defines requirements to:
  - Prioritize non-conformance, including customer complaints, audit findings and results of internal and external quality control mechanisms
  - Analyze and determine the causes of the non-conformances
  - Evaluate the need for corrective and preventative action in order to prevent occurrence of the non-conformances
  - Determine and implement the actions needed
  - Verify the effectiveness of the actions taken



**ThyssenKrupp Elevator  
Radford University RFP # R19-003  
Elevator Preventive Maintenance and Repair Services**

**APPENDIX A – Negotiation Points  
Dated February 27, 2019**

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As allowed in Section IX.B Award of Contract of the subject RFP, the University is conducting negotiations. Following is a list of negotiation questions we are requesting your company to respond prior to our negotiation meeting.

You must include a response to each question in the order presented below. Do not leave any areas blank or refer the negotiation committee back to your original proposal submission. Please be concise in your response.

**LEGAL:**

1. **RADFORD UNIVERSITY – QUESTION:** ThyssenKrupp redacted specific sections of your proposal under Corporate/Financial Information (page 18 of your proposal), References (page 30 of your proposal), and Customer Portal (page 48 of your proposal). Do you agree there are no other sections in your proposal deemed proprietary or confidential? If no, specifically identify sections and the reasons as to why they are deemed either proprietary or confidential. Also, please explain why customer portal is redacted.

**THYSSENKRUPP ELEVATOR - ANSWER:** No, no other sections are considered proprietary. The Customer Service Portal information is marketing material that we would like to keep between ThyssenKrupp and Radford.

2. **RADFORD UNIVERSITY – QUESTION:** Are you in agreement with all terms and conditions as published in the RFP solicitation?

**THYSSENKRUPP ELEVATOR - ANSWER:** The attached addendum are the only exceptions that we take. This was included with our proposal.

3. **RADFORD UNIVERSITY – QUESTION:** Based on your proposal there are no additional Terms and Conditions proposed. Please confirm. No other terms and conditions shall be considered after execution of the contract.

**THYSSENKRUPP ELEVATOR - ANSWER:** The attached addendum are the only exceptions that we take. This was included with our proposal.

4. **RADFORD UNIVERSITY – QUESTION:** If awarded a contract do you agree to the standard two-party contract made available in the RFP document will be the only document used to award the contract?

**THYSSENKRUPP ELEVATOR - ANSWER:** Yes

**IMPLEMENTATION:**

5. **RADFORD UNIVERSITY – QUESTION:** Please list any expectations you have of Radford University, should you be awarded the contract?

**THYSSENKRUPP ELEVATOR - ANSWER:** We ask for a safe workspace (clean, dry and free of obstructions). We also ask for a point of contact relating to the elevators that will communicate to us any issues, concerns, or needs that do not come up in our regular preventative maintenance.

6. **RADFORD UNIVERSITY – QUESTION:** The RFP states the contractor should accept all elevators “as is” (Reference RFP Section VII.A.1.k, Contractor Responsibilities. Page 8 of RFP) and that all deficiencies found in inspections should be corrected as part of the preventive maintenance contract and not billed separately. If awarded a contract, do you agree that all repairs are covered under the preventive maintenance contract and are not to be billed separately, including correcting all deficiencies found in elevator inspections except for abuse, vandalism, or catastrophic event? (Reference RFP Section VII.A.2 Elevator Inspection and Testing. Page 8 of RFP)

**THYSSENKRUPP ELEVATOR - ANSWER:** Yes, with exception to any hydraulic single bottom cylinders that still need replacement per code.

7. **RADFORD UNIVERSITY – QUESTION:** If awarded a contract, do you agree to have an elevator technician on site for all scheduled elevator related inspections ((Reference RFP Section VII.A.2 Elevator Inspection and Testing. Page 8 of RFP)? If so, do you also agree that this is included in the annual preventive maintenance contract and will not be billed separately to the University, including technician services needed if an elevator requires re-testing after the repair of a deficiency found during inspections?

**THYSSENKRUPP ELEVATOR - ANSWER:** Yes, Yes; however if the repair needed is a result outside of regular elevator usage and will need to be retested, this will be at the expense of the University.

8. **RADFORD UNIVERSITY – QUESTION:** What is the best response time you can guarantee when responding to calls at Radford University for entrapments?

**THYSSENKRUPP ELEVATOR - ANSWER: 1 hour**

**FINANCIAL:**

9. **RADFORD UNIVERSITY – QUESTION:** Please review your Financial Proposal and advise if there are any opportunities for additional cost savings.

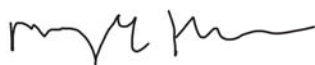
**THYSSENKRUPP ELEVATOR - ANSWER: We would like to keep our pricing as proposed, but are open to discussion in our negotiation meeting.**

10. **RADFORD UNIVERSITY – QUESTION:** This RFP was written with cooperative language to include the additional 10 Virginia Association of State College & University Purchasing Professionals (“VASCUPP”) higher education schools as well as other public bodies (Reference RFP Section III. Contract Participation). If awarded a contract, are you willing to extend the terms and conditions of this negotiated Radford University contract, including the same/better hourly rates and parts discounts, to other VASCUPP schools and public bodies? Preventive Maintenance pricing would be negotiated separately with other VASCUPP schools and public bodies based on equipment inventory.

**THYSSENKRUPP ELEVATOR - ANSWER: Yes**

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Answers provided by:



ThyssenKrupp Elevator Corporation Authorized Representative

Mary K Hancock

Printed Name / Title

3/5/2019

Date







March 12, 2019

Radford University

Re: Clarification Questions per Negotiation Meeting on March 8, 2019

Dear Mr. Groseclose,

In response to our meeting on March 8, 2019, the following items should be clarified in our consideration for the Elevator Maintenance Contract at Radford University:

Appendix A, Question 6 – Please amend our answer to read **“Yes, with exception to any hydraulic single bottom cylinders that still need replacement. All other components of elevators with hydraulic cylinders will be covered by the maintenance contract.”**

**Appendix A, Questions 2 and 3 –**

- **Please remove statement “V”**
- **In VII, A (4) Please remove last sentence**
- **In Attachment B, 11 – Please change 30 days to 60 days**
- **In Attachment B- Please remove statement 12**

If you have any further questions, please give me a call at (540) 520-3542.

Thank you,

Katie Hancock  
Sales Representative  
ThyssenKrupp Elevator

Strikethroughs and edits were made to this Amendment per Clarifications submitted to Radford University by Contractor on March 12, 2019 as noted in above page.

#### AMENDMENT NO. 1

The Clarifications contained in Amendment No. 1 shall be made a part of the bid documents and any resulting agreement, and in the event of conflict with other articles, terms, conditions or contract documents, this Amendment shall be final. In no event shall ThyssenKrupp Elevator Corporation (hereinafter referred to as "Contractor") be responsible for consequential, indirect, incidental, exemplary, special, punitive, or liquidated damages.

#### Request for Proposal

~~V. Attachment B, Attachment C, & Attachment F. Contract is not a SWAM and has no opportunity to utilize such firms in the execution of this work.~~

#### VII. Statement of Needs

A(1)(e). Amend the last sentence to add "to the extent" after "this contract."

A(1)(g). Amend so compliance with rules and regulations of the University is limited to the extent the policy does not conflict with Contractor's collective bargaining agreement, nor shall it cause Contractor to incur any additional costs. Amend (including Attachment C (7)) to clarify that prior to removing any person under this Contract, the University must request so in writing and provide specific reason(s) as why said employee(s) should be removed.

A(4) Contractor will service the University's equipment and its component parts in their present condition with the understanding that Contractor shall neither be required nor obligated to service, make renewals or repairs upon the elevator(s) or equipment by reason of obsolescence water damage, storm, lightning, or by any other reason or any other cause beyond our control, except ordinary wear and tear from the commencement date of this agreement. Any work not specifically covered under this agreement shall be at the University's expense. In the event any component of the elevator becomes obsolete or outmoded, or is no longer manufactured by the original manufacturer, it shall be the University's obligation to replace the obsolete or outmoded component at the University's expense. ~~Contractor will not be required to make any changes or recommendations in the existing design or function of the unit(s).~~

#### Attachment B

11. Amend so either party may terminate the Agreement, in whole or in part, for its convenience on <sup>sixty (30)</sup>~~thirty (30)~~ days' notice to the other Party.

~~12. Amend to clarify that changes or modifications shall be agreed upon thru a fully executed change order, including Subcontract prices and schedule adjustment, prior to the commencement of work covered by the changes or modifications.~~

21. Amend to clarify that the University shall be added to Contractor's general liability insurance policy as an additional insured. Such additional insured coverage shall only apply to the extent any damages covered by the policy are determined to be caused by Contractor's acts, actions, omissions or neglects and not to the extent caused by the additional insured's own acts, actions, omissions, or neglects or for bare allegations. Amend to clarify that the Professional Service insurance requirements and limits are not applicable to the services to be provided by Contractor. Amend further to clarify that insurance limits and requirements shall be solely as set forth in Attachment B.

#### Attachment C

14. Amend to clarify that the Contractor shall not indemnify for losses caused by other parties, or those not under its direct supervision or control. In all cases involving the responsibility of more than one party, each party shall be liable in an amount proportionate to its share of negligence.

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THYSSENKRUPP ELEVATOR CORPORATION