



**STANDARD CONTRACT**  
**Contract Number: RU25005**

This contract entered into this 24th day of October 2024, by **RISE ELEVATOR** located at, 7325 Creighton Road, Mechanicsville, VA 23111, hereinafter called the “Contractor” and Commonwealth of Virginia, **RADFORD UNIVERSITY**, called the “Purchasing Agency or Radford University”, located at 801 East Main Street, Radford, VA. 24142.”

1. **WITNESSETH** that the Contractor and Radford University, in consideration of the mutual covenants, promises and agreements contained, agree as follows:
2. **SCOPE OF CONTRACT:** The Contractor shall provide **Elevator Preventative Maintenance and Repair Services** to Radford University as set forth in the Contract Documents.
3. **TERM OF CONTRACT:** From **November 1, 2024**, through **October 31, 2026**, with three (3) one-year renewal options or as negotiated, to include all contractual provisions contained herein.
4. **THE CONTRACT DOCUMENTS SHALL CONSIST OF:**
  - A. This signed Radford University Standard Contract Document.
  - B. General Terms and Conditions
  - C. Special Terms and Conditions
  - D. Radford University’s Request for Proposal (RFP) dated June 6, 2024, and Addendum 01, dated June 26, 2024.
  - E. Contractor’s Proposal signed and dated July 31, 2024
  - F. Clarification and Negotiation Questions Responses dated (Round One) September 12, 2024, and (Round Two) September 26, 2024.
5. **FINANCIAL COMPENSATION AND METHOD OF PAYMENT:** The Contractor shall be paid by Radford University in accordance with the contract documents

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

Item	Elevator Location	No. Elevators	Type	Make	Annual Price
1.	Bolling Hall	1	Hydraulic	ThyssenKrupp	\$1800
2.	Center for the Sciences	2	Machine Roomless (MRL) Traction (Passenger)	ThyssenKrupp	\$8160.00
3.	Hemphill Hall	3	Machine Roomless (MRL) Traction (Passenger)	Kone	\$12,240.00
4.	Cook Hall	1	Hydraulic	Otis	\$1800.00
5.	Cupp Stadium	1	Hydraulic	ThyssenKrupp	\$1800.00
6.	Curie Hall	1	Hydraulic	ThyssenKrupp	\$1800.00

Item	Elevator Location	No. Elevators	Type	Make	Annual Price
7.	Dalton Hall (Bookstore)	1	Hydraulic (Passenger)	Dover	\$1800.00
8.	Dalton Hall (Kitchen)	1	Hydraulic (Freight)	Otis	\$1800.00
9.	Dalton Hall (Post Office)	1	Hydraulic (Passenger)	United	\$1800.00
10.	Davis Hall	1	Hydraulic	U.S. Elevator	\$1800.00
11.	Dedmon Center	1	Hydraulic	Westinghouse	\$1800.00
12.	Draper Hall	1	Hydraulic	ThyssenKrupp	\$1800
13.	Floyd Hall	1	Hydraulic	Dominion	\$1800.00
14.	Heth Hall	1	Hydraulic	ThyssenKrupp	\$1800.00
15.	Hurlburt Student Center	1	Hydraulic	Otis	\$1800.00
16.	Ingles Hall	1	Hydraulic	Otis	\$1800.00
17.	Jefferson Hall	1	Hybrid - Twin Rope (Hydraulic/Traction)	Cemco	\$1800.00
18.	Kyle Hall	2	Hydraulic	Schindler	\$3600.00
19.	Madison Hall	1	Hybrid - Twin Rope (Hydraulic/Traction)	Cemco	\$1800.00
20.	Martin Hall	1	Hydraulic	Dover	\$1800.00
21.	McConnell Library (Section B)	1	Hydraulic	ThyssenKrupp	\$1800.00
22.	McConnell Library (Section A HCAP)	1	Hydraulic	Otis	\$1800.00
23.	McConnell Library (Section C)	1	Hydraulic	Dover	\$1800.00
24.	Moffett Hall	2	Hybrid Twin Post Roped (Hydraulic/Traction)	Virginia Control	\$3600.00
25.	Muse Hall (B & C Wing)	2	Hydraulic	Dover	\$3600.00
26.	Muse Hall (Main Lobby)	4	Machine Roomless (MRL) Traction (Passenger)	Schumacher	\$16,320.00
27.	Muse Hall (Kitchen)	1	Hydraulic	Schumacher	\$1800.00
28.	Norwood Hall	1	Hydraulic	Dover	\$1800.00
29.	Peery Hall	1	Hydraulic	Dominion	\$1800.00

Item	Elevator Location	No. Elevators	Type	Make	Annual Price
30.	Peters Hall	1	Hydraulic - Twin Post Jack (no ropes)	Elevator Tech	\$1800.00
31.	Pocahontas Hall	1	Hydraulic	ThyssenKrupp	\$1800.00
32.	Preston Hall	1	Hydraulic (Organ Lift)	Monarch	\$1056.00
33.	Russell Hall	1	Hydraulic	TKE	\$1800.00
34.	SELU	1	LULA	Concord	\$1056.00
35.	Stuart Hall	1	Hydraulic	Dominion	\$1800.00
36.	Student Recreation & Wellness Center	1	Hydraulic	ThyssenKrupp	\$1800.00
37.	Tyler Hall	1	Hydraulic	Dover	\$1800.00
38.	Trinkle Hall	1	Hydraulic	Dominion	\$1800.00
39.	Waldron Hall	1	Hydraulic	Dover	\$1800.00
40.	Walker Hall	1	Hydraulic	Dover	\$1800.00
41.	Washington Hall	1	Hydraulic	ThyssenKrupp	\$1800.00
42.	Whitt Hall	1	Hydraulic	Dover	\$1800.00
43.	Young Hall	1	Hydraulic	Westinghouse	\$1800.00
44.	Covington Hall	1	Hydraulic (Wheelchair Lift)	Concord	\$1056.00
45.	1000 East Main Street	1	Hydraulic	Dover	\$1800.00
	<b>GRAND TOTAL SUM – ANNUAL PRICE</b>			\$115,488.00	

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

Description	Regular Time Price per Hour	Overtime Price per Hour
1. Mechanic	\$275.00	\$355.00
2. Assistant Mechanic	\$128.00	\$174.83

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

Percentage Discount:	10%
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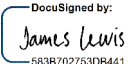
- B. **RENEWAL OF CONTRACT:** This Contract may be renewed by Radford University upon written agreement of both parties three (3) additional one-year periods, under the terms of the current Contract, and at a reasonable time (approximately 90 days) before the expiration. If Radford University elects to exercise the option to renew the Contract for an additional one-year period, the Contract price(s) for the additional year shall not exceed the contract prices of the original Contract increased/decreased by no more than the percentage increase/ decrease of the SERVICES category of the CPI section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available, or three and one half percent (3.5%), whichever is less, for all renewal periods under the contract.
7. **ORDER OF PRECEDENCE:** This Standard Contract identifies terms as negotiated and as agreed by both parties. In the event there is a conflict between the 1) Standard Contract, 2) General Terms and Conditions, 3) Special Terms and Conditions, 4) Request for Proposal (R24-009), 5) Contractor’s Proposal and 6) Clarification and Negotiation questions and responses, the Standard Contract shall prevail.

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

**RISE ELEVATOR**

Print Name: James Lewis

Title: Owner

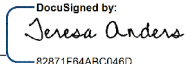
Signature:  583B702753DB441...

Date: 10/24/2024 | 1:03 PM PDT

**RADFORD UNIVERSITY**

Print Name: Teresa Anders

Title: Associate Director of Procurement and Contracts

Signature:  82871F84ABC046D...

Date: 10/24/2024 | 4:10 PM EDT



## REQUEST FOR SEALED PROPOSAL # R24-009

### ELEVATOR PREVENTATIVE MAINTENANCE AND REPAIR SERVICES

JUNE 5, 2024

**Note:** This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia* §2.2-4343.1 or against an Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

**REQUEST FOR PROPOSAL (RFP)**  
**RFP # R24-009**

**GENERAL INFORMATION FORM**

**QUESTIONS/INQUIRIES:** All questions/inquiries for information regarding this solicitation should be directed to:

Name: Austin Eads  
Phone: (540) 831-5634  
Email: [ateads@radford.edu](mailto:ateads@radford.edu).

Written questions to be submitted via email no later than: **July 12, 2024 Eastern Standard Time (EST).**

**SEALED PROPOSAL DUE DATE AND TIME:** Proposals will be received up to and including **July 31, 2024 3:00 PM EST**. Email and fax responses will not be accepted. Proposals may be submitted as follows:

**In Person\***

**Mail or Courier\***

**Electronically through eVA**

Deliver proposal to:  
Radford University  
David E. Armstrong Complex  
501 Stockton Street  
Radford, VA 24142

Mailing Address:  
Radford University  
Procurement and Contracts  
PO Box 6885  
Radford, VA 24142-6885

Electronic Submissions:  
A PDF of your proposal may be submitted through eVA's Virginia Business Opportunities ([VBO](#)) site. See **Attachment F** for more details.

\* Identify the envelope package as instructed in **Attachment A – Terms and Conditions**.

**BUSINESS HOURS:** Radford University's Procurement and Contracts Department is open Monday through Friday from 8:00 AM- 4:30 PM EST.

**LATE PROPOSALS:** To be considered for selection, proposals must be received by Radford University's Procurement and Contracts Department by the due date and time identified in this solicitation document. The official time used in documenting the receipt of proposals is that time identified on the automatic time stamp machine located in the Procurement and Contracts Department in the David E. Armstrong building on the main campus of Radford University. Proposals received in the Procurement and Contracts Department after the date and time designated are automatically deemed non-responsive and will not be given consideration. The University is not responsible for delays in delivery conducted by the U.S. Postal Service, private couriers, or the intra-university mail system. It is the sole responsibility of the Offeror to ensure their proposal reaches the Procurement and Contracts Department at Radford University by the designated date and time. This is a sealed receipt process. Emails or fax responses will not be accepted.

**OPTIONAL PRE-PROPOSAL CONFERENCE AND SITE VISIT: OPTIONAL PRE-PROPOSAL CONFERENCE AND SITE VISIT:** An **OPTIONAL** site visit will be held on **June 26, 2024 from 8:30 to 10:00 A.M. (EST)** The **OPTIONAL** pre-proposal conference shall be held immediately following the site visit on **June 26, 2024** and shall begin promptly at **10:15 A.M. (EST)**. See **Section (13)** for additional information. **\*\*PRE-REGISTRATION IS REQUIRED\*\***

**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 vendor to check the website at [www.radford.edu](http://www.radford.edu) for said notifications. If the University is closed on the day proposals are due, proposals will be accepted same time the next scheduled business day the University is open. If the University is closed on the day of a scheduled pre-proposal conference a written addendum will be issued to officially reschedule the conference.

**TYPE OF BUSINESS: (Please check all applicable classifications).** In order to qualify for assigned Small, Women and Minority (SWaM) points your business must be certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), provide your assigned SBSBD certification number. For assistance with SWaM certification, visit the SBSBD website at <https://www.sbsd.virginia.gov/>

\_\_\_\_\_ **Large**

\_\_\_\_\_ **Small business** – A business that is at least 51% independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual

gross receipts of \$10 million or less averaged over the previous three years. One or more of these individual owners shall control both the management and daily business operations of the small business.

\_\_\_\_\_ **Women-owned business** – A business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in owned by one or more women who are citizens of the United States or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

\_\_\_\_\_ **Minority-owned business** – A business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals, or any historically black college or university, regardless of the percentage ownership by minority individuals or, in the case of a corporation, partnership, or limited liability company or other entity, the equity ownership interest in the corporation, partnership, or limited liability company or other entity.

**COMPANY INFORMATION/SIGNATURE:** In compliance with this Request for Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods or services in accordance with the attached signed proposal inclusive of all addenda, if applicable, and as mutually agreed upon by subsequent negotiation.

<b>FULL LEGAL NAME (PRINT)</b> (Company name as it appears with your Federal Taxpayer Number)		<b>FEDERAL TAXPAYER NUMBER (ID#)</b>	
<b>BUSINESS NAME /DBA NAME/TA NAME</b> (If different than the Full Legal Name)		<b>BILLING NAME</b> (Company name as it appears on your invoice)	
<b>PURCHASE ORDER ADDRESS</b>		<b>PAYMENT ADDRESS</b>	
<b>CONTACT NAME/TITLE (PRINT)</b>		<b>EMAIL ADDRESS</b>	
<b>TELEPHONE NUMBER</b>	<b>TOLL FREE TELEPHONE NUMBER</b>	<b>FAX NUMBER</b>	<b>EVA VENDOR ID NUMBER</b>
			<b>VIRGINIA STATE CORPORATION COMMISSION REGISTRATION NUMBER</b>

**I acknowledge that I have received the following addenda posted for this solicitation.**

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_ 6 \_\_\_\_\_ (Please check all that apply.)

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

1. **PURPOSE:** The intent and purpose of this Request for Proposal (RFP) is to establish a contract through competitive negotiations for Elevator Preventative Maintenance and Repair Services for Radford University located at 801 East Main Street, Radford, Virginia 24142, an agency of the Commonwealth of Virginia.

2. **SMALL, WOMEN-OWNED AND MINORITY OWNED - SWaM BUSINESS PARTICIPATION:**

The mission of Radford University is to ensure strategic business development practices are in place to promote Small, Women-Owned and Minority-Owned (SWaM) businesses to the maximum extent. Radford University encourages prime suppliers, Contractors, and service providers to facilitate the participation of small businesses, and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other inclusive and innovative relationships.

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

3. **CONTRACT PERIOD:** The term of this contract is for two (2) years, or as negotiated. There will be an option for three one-year renewals, or as mutually negotiated.

4. **BACKGROUND :**

**Radford University Background:**

Radford University is a comprehensive public university of 7,718 students that has received national recognition for many of its undergraduate and graduate academic programs, as well as its sustainability initiatives. Well known for its strong faculty/student bonds, innovative use of technology in the learning environment and vibrant student life on a beautiful 211-acre American classical campus, Radford University offers students many opportunities to get involved and succeed in and out of the classroom. With over 300 clubs and organizations, Radford University offers many opportunities for student engagement, leadership development and community service. In addition to robust academic offerings and engaging student experiences on the main campus located in Radford, Virginia, Radford University also offers a clinical-based educational experience for some 1,000 students living and learning in Roanoke, Virginia as part of Radford University Carilion, a public-private partnership focused on the cutting-edge delivery of health sciences programming, outreach, and service. Radford University joins several other institutions in offering degree programs and continuing education opportunities at the Roanoke Higher Education Center in Roanoke, the Southwest Virginia Higher Education Center in Abingdon and flexible online offerings through its virtual campus.

- A. **Specific Background:** The University currently has 52 elevators and two lift elevators that require full maintenance and repair services (see **ATTACHMENT E, PRICING SCHEDULE**). 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 wheelchairs 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 three-year period is approximately **\$170,000.00**. Our current contractor is ThyssenKrupp Elevator Corporation.

5. **EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCURMENT SYSTEM:** The eVA internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Radford University, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. We are therefore requesting that your firm register as a **self-registered** vendor in the eVA system.

There are transaction fees involved with the use of eVA. These fees must be considered within the provision of quotes, bids, and price proposals offered to Radford University. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.



Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <https://eva.virginia.gov/register-now.html> and register with eVA. This process needs to be completed before Radford University can issue your firm a Purchase Order or contract. If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at <http://www.eva.virginia.gov>, or call eVA Customer Care at 866-289-7367 or 804-371-2525. Email [eVACustomerCare@DGS.Virginia.gov](mailto:eVACustomerCare@DGS.Virginia.gov)

## 6. **CONTRACT PARTICIPATION-COOPERATIVE PURCHASING/USE OF AGREEMENT BY THIRD PARTIES**

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 (see <https://vascupp.org/rules.pdf>), it is the intent of this solicitation and resulting contracts 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, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with the contract terms. The Contractor shall notify Radford University in writing of any such entities accessing the contract. No modification of this contract or execution of a separate contract is required to participate; however, the participating entity and the Contractor may modify the terms and conditions of this contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor. 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 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.

Refer to **Attachment C**, Zone Map, if the Offeror wishes to submit a separate pricing structure based on approved zones for cooperative institutions. If no other prices are offered, pricing provided will apply to all zones in the Commonwealth of Virginia. If you wish to provide pricing for a zone other than which this solicitation originated, please indicate you are doing so in the response. If you anticipate pricing differentials for different zones, a separate pricing sheet must be submitted for each zone that includes appropriate pricing for that zone.

Use of this contract does not preclude any participating entity from using other contracts or competitive processes as the need may be.

7. **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 assigned Contract Administrator will be assigned upon award.

## 8. **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

**9. 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 **Pricing Schedule, Attachment E**, and as detailed herein.

The contractor shall provide routine and periodic inspections 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) The contractor should be prepared to provide sufficient elevator technician(s) to provide an ongoing preventive maintenance (PM) 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.
- b) The contractor should be prepared to provide sufficient elevator technician(s) to respond to service calls relating to proper and continual elevator operation. The contractor should respond to service calls onsite within two (2) hours of call receipt from a Radford University designee.
- c) The contractor should provide written documentation at the completion of each visit, indicating services rendered. The contractor should have a check chart in each machine room with all visits and work performed documented. For example, the University presently receives a quarterly preventive maintenance checklist provided by the contractor which contains 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 hoist way 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. Ensure that all floor indicator lights are operational along with hall call buttons.
  8. Ensure 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 a "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.
- d) The contractor is responsible for obtaining and maintaining all necessary licenses and/or permits required to perform work. The contractor should take all precautions necessary to protect persons and property from injury or damage during the performance of the contract. The 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.
- e) The contractor is responsible for providing technician(s) who are certified for the specific makes and types of equipment to be repaired and who are directly employed and supervised by the contractor. The Contractor should be prepared to provide the University with all Service Technician(s) certifications through the Commonwealth of Virginia, the Virginia Department of Professional and Occupational

Regulation (DPOR), Virginia Elevator/Escalator Contractor License (EEC) and/or any other certifications from elevator manufacturers.

- f) The contractor is expected to employ, provide, and supervise all personnel necessary for the maintenance of elevators to the University's satisfaction. All employees of the contractor will be required to comply with the rules and regulations of the university and maintain proper conduct.
- g) During the life of this contract, additional elevators may be added to the contract, at the request of the university. Any adjustments to contract pricing will be agreed upon in writing, 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.
- h) The Contractor should meet on a quarterly basis or as needed or requested by Facilities Management Representative.
- i) The Contractor should provide, upon the request of the university, recommendations, technical assistance, specifications and cost analysis of upgrades to the elevators.
- j) The 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. It is an expectation the procurement of all parts should be the contractor's responsibility
- k) 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.

**B. Elevator Inspection and Testing:**

- a) Radford University utilizes a third-party contractor to provide semi-annual and annual inspection services for all elevators. The contractor should plan to provide technician(s) as needed to assist the third-party elevator inspection contractor during the semi-annual and annual elevator tests and inspections required by the Virginia Uniform Statewide Building Code, ASME A17.1- 2002. Use of technician(s) services should be part of the annual PM contract and not billed separately to the University.
- b) The Contractor shall perform five-year (5-yr) load testing on all traction and hybrid elevators as well as any and all inspection services required pursuant to ASME A17.2 and 13VAC5-63-330 for compliance. Copies of previous semi-annual and annual inspection can be made available upon request.
- c) The 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. The contractor should provide written documentation to the Facilities Management representative within 45 days that violations have been corrected.

**C. Repairs Not Covered Under Preventative Maintenance Requirements:**

- a) The 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. The contractor should prepare a quote for all repair work, which 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 8.a) and 8.b).

**D. 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 the Facilities Electrical/Life Safety Representative.
- b) When an elevator is out of service for whatever reason for the performance of maintenance, signs shall be placed at all floor entrances to that elevator indicating that the elevator is out of service.

**E. 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, check-in will be repeated before continuation 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.

**F. Radford University Agrees to the Following:**

- a) To provide the contractor access to the elevator equipment.
- b) To keep the elevator pit(s) and motor room(s) free from water.
- c) To be responsible for removing water from elevator pits and maintaining the drainage facilities for the pits, or for damage caused by such situation.
- d) Not to use the elevator machine rooms and equipment spaces for storage.
- e) To be responsible for refinishing cabs, hoist-ways, or equipment room interiors.
- f) To be responsible for the main safety switch providing electricity to the equipment. (Wiring from the safety switch shall be contractor's responsibility.)
- g) To report to the contractor any conditions which may indicate the need for correction before the next regularly scheduled examination.
- h) 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.

**G. Items of Elevator Equipment not to be Included in Contract:**

- a) Repair or replacement of building items, such as hoist-way 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, hoist-way 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.
- b) Elevator mainline and auxiliary disconnect switches and fuses.
- c) Vandalism other than the contractor or agents of the Contractor.

## 10. SPECIFIC REQUIREMENTS:

Proposals should be as thorough and detailed as possible so that Radford University may properly evaluate your capabilities to provide the required goods or services. Offerors are required to submit the following information/items as a complete proposal:

- A. **Plan for Providing Services.** Please provide your plan for providing these services to the university as described in Section 9 above. Include the following with your plan:
1. A description of what specific services the Offeror proposes to provide including but not limited to proposed manpower to be used, when services should be performed, by whom, and the anticipated time durations for typical services.
  2. Identification of all applicable codes, regulations, standards, or recommended practices to be followed by the Offeror in the performance of specific tasks proposed by the Offeror.
  3. A detailed description and plan for addressing the replacement of required parts or materials.
  4. A detailed method on how to address breakdowns and shutdowns, such as electrical troubles, burned out control coils, open circuits, electrical or mechanical adjustments, etc.
  5. Include the means and methods by which the Offeror will maintain, repair, and replace parts defined as obsolete. The Offeror should include their specific definition for obsolete equipment or parts.
  6. Describe how the Contractor and its employees will communicate with the university.
    - a) Describe what system or emergency contact methods are utilized by the Offeror to ensure the University has 24-hour / 7 days-per-week access to services (both emergency and non-emergency).
    - b) Provide information on how emergency calls are handled, the notifications available, and response times for emergency services.
    - c) Provide an example of any reports that would be generated for the university after the completion of the services requested (work order, repair order, completion of work, work performed, etc.). Clarify when each report would be generated and what information would be contained therein.
- B. **Contractor Qualifications:**
1. Information on the qualifications and experience of the contractor and employees who will be providing services to the University.
  2. Information pertaining to the length of time in business, general business practices, and a general statement of skills and experience.
  3. Provide copies of any licenses and certifications used by the Offeror in the performance of work included in this solicitation. Additionally, provide the University with all Service technician(s) certifications through the Commonwealth of Virginia, the Virginia Department of Professional and Occupational Regulation (DPOR), Virginia Elevator/Escalator Contractor License (EEC), and/or any other certifications from elevator manufacturers..
  4. Provide a list of all service equipment to be used by the Offeror in the performance of the work included in this solicitation.
- C. **Pricing Schedule:** Submit a completed Pricing Schedule (**See Attachment E**). All rates provided for the individual cleaning phases should be fully burdened to include all ancillary expenses associated with project performance. Transportation, travel time, trip costs, equipment rentals, overhead and profit, as well as any other soft cost or expense, will not be paid for separately. This is a flat fixed rate for those services.
1. If your company offers Preventative Maintenance Services in a tiered pricing format, please submit your pricing schedule to reflect those individual tiers. Describe what services are included and what services would be excluded under each Tier. Please feel free to include separate pricing sheets in addition to **Attachment E**.
- D. **References:** Provide four (4) references, either educational (preferred) or governmental, for whom you have provided the type of services described herein. Include the date(s) services were furnished, the client name, address, and the name and phone number of the individual Radford University has your permission to contact. (**See Attachment D**).
- E. **\*Participation of Small, Women-owned and Minority-owned business (SWaM) Business:** If your business cannot be classified as SWaM, describe your plan for utilizing SWaM subcontractors if awarded a contract. Describe your ability to provide reporting on SWaM subcontracting spend when requested. If your firm or any

business that you plan to subcontract with can be classified as SWaM, but has not been certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), it is expected that the certification process will be initiated no later than the time of the award. If your firm is currently certified, you agree to maintain your certification for the life of the contract. For assistance with SWaM certification, visit the SBSD website at <http://www.sbsd.virginia.gov>.

## 11. SELECTION CRITERIA AND AWARD

### A. Selection Criteria:

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

	Evaluation Criteria	Percentage of Points
1	Qualifications and experience of Offeror in providing the goods/services.	25%
2	Quality of products/services offered and suitability for the intended purposes.	25%
3	Specific plans or methodology to be used to provide the products/services.	20%
4	Financial (Cost)	20%
5	Participation of Small, Women-Owned and Minority-Owned (SWaM) Businesses.	10%
	TOTAL	100%

### B. Award

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, Radford University shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. Radford University may cancel this Request for Proposal or reject proposals at any time prior to award. Should Radford University determine in writing and in its sole discretion that only one Offeror has made the best proposal 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. See **Attachment B** for sample contract form. **Radford University reserves the right to award multiple contracts as a result of this solicitation.**

## 12. PROPOSAL PREPARATION AND SUBMISSION:

### A. GENERAL INSTRUCTIONS: Response shall be submitted in one of the following ways:

In Person\*

Mail or Courier\*

Electronically through eVA

Deliver proposal to:

Radford University  
David E. Armstrong Complex  
501 Stockton Street  
Radford, VA 24142

Mailing Address:

Radford University  
Procurement and Contracts  
PO Box 6885  
Radford, VA 24142-6885

Electronic Submissions:

A PDF of your proposal may be submitted through eVA's Virginia Business Opportunities ([VBO](#)) site. See **Attachment F** for more details.

**\* Identify the envelope/package as instructed in Attachment A – Terms and Conditions**

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

1. **IN PERSON or MAIL/COURIER RFP Responses:** In order to be considered for selection, Offerors shall submit a complete response to this RFP to include.

- a. **One (1) original paper copy of the entire proposal, INCLUSIVE OF ALL ATTACHMENTS.** Any proprietary information should be clearly marked in accordance with section 12.A.1.c below.

- b. **One (1) electronic copy** in WORD format or searchable PDF (USB/Flash Drive) of the entire proposal as one document, **INCLUSIVE OF ALL ATTACHMENTS** mailed along with the hard copy above. Any proprietary information should be clearly marked in accordance with 12.A.1.c below.
  - c. Should the proposal contain **proprietary information**, provide **one (1) redacted** electronic copy in WORD format or searchable PDF (USB/Flash Drive) of the entire document **INCLUSIVE OF ALL ATTACHMENTS**. **All identified proprietary information should be blacked out**. This USB/Flash Drive should be marked ***“Redacted Copy.”***
2. **ELECTRONIC SUBMISSION via eVA VBO RFP Responses:** In order to be considered for selection, Offerors shall submit a complete response to this RFP to include. A brief tutorial on how to submit a response through eVA VBO can be found here: [eVA VBO Electronic Submission](#).
- a. **One (1) electronic copy** in WORD format or searchable PDF (USB/Flash Drive) of the entire proposal as one document, **INCLUSIVE OF ALL ATTACHMENTS**. Any proprietary information should be clearly marked in accordance with 12.A.2.b. below.
  - b. Should the proposal contain **proprietary information**, provide **one (1) redacted** electronic copy in WORD format or searchable PDF of the entire document **INCLUSIVE OF ALL ATTACHMENTS**. **All identified proprietary information should be blacked out**. This file should be clearly labeled or marked ***“Redacted Copy.”***

**B. PROPOSAL PREPARATION:**

- 1. **Sign and Complete:** Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Radford 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 Radford University. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- 2. **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.
- 3. **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.
- 4. **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.
- 5. **Binding:** The original proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.

6. **Ownership:** Ownership of all data, materials and documentation originated and prepared for Radford University 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. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in the rejection of the proposal.
7. **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.

- C. **ORAL PRESENTATIONS:** Offerors who submit a proposal in response to this RFP may be invited to give an oral presentation of their proposal to Radford University. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but in no way will change the original proposal. The University will schedule the time and location of these presentations. Oral presentations may be conducted at the option of Radford University; therefore, proposals should be complete.

### 13. OPTIONAL PRE-PROPOSAL CONFERENCE AND SITE VISIT

- A. **AN OPTIONAL SITE VISIT** will be held **June 26, 2024 from 8:30 A.M to 10:00 A.M. (EST)**. ***Offerors must register for the site visit with the Procurement Officer (Austin Eads: [ateads@radford.edu](mailto:ateads@radford.edu)) and indicate the number of attendees by no later than June 19, 2024.*** Once notification is received of attendance, further instructions will be provided by the Procurement Officer regarding attendance, meeting location and parking arrangements. Transportation will be provided by the University for the site visit. As such, the University is requesting that no more than two employees per company attend the site visit.
- B. **AN OPTIONAL PRE-PROPOSAL CONFERENCE** will be held on June 26, 2024 at 10:15 A.M.(EST) in the Procurement and Contracts Conference Room #231 located in the Armstrong Complex. The street address is 501 Stockton Street, Radford, VA 24142.
- C. The purpose of the pre-proposal conference is to allow potential Offerors an opportunity to present questions and requests for clarification, with final responses provided in an RFP Addendum that will be published on [eVA - Virginia's eProcurement Portal](#). The Addendum will include any updates to the RFP, including changes as well as responses to questions presented.

Attendance at the conference can be either in person or via teleconference. Contact the Contract Officer identified in General Information, subsection Questions, of this document if you wish to attend the conference via teleconference.

14. **INVOICES and PAYMENT:** Invoices for goods or services provided under any contract resulting from this solicitation should be submitted by email to [acctspayable@radford.edu](mailto:acctspayable@radford.edu). Invoices shall be identified with the assigned contract number. Invoices shall identify contract pricing for all good/services payment is being requested. If submitting invoices by mail use the following address. **Email is the preferred method of invoice receipt.**

**RADFORD UNIVERSITY  
ACCOUNTS PAYABLE  
POST OFFICE BOX 6906  
RADFORD, VA 24142-6906**

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 Pay Act](#).



15. **ADDENDUM:** Any **ADDENDUM** issued for this solicitation may be accessed on Virginia Business Opportunities by going to [www.eva.virginia.gov](http://www.eva.virginia.gov) . Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.
16. **COMMUNICATIONS:** Communications regarding this solicitation shall be formal from the date of issue, until either a Contractor has been selected or the Procurement and Contracts Department at Radford University rejects all proposals. Formal communications will be directed to the Contract Officer listed on this solicitation. Reference General Information – Questions/Inquiries. Informal communications, including but not limited to request for information, comments or speculations regarding this solicitation to any University employee other than a Procurement and Contracts Department representative may result in the offending Offeror’s proposal being rejected.
17. **TERMS AND CONDITIONS:** This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions. See **Attachment A**.
18. **ATTACHMENTS:**
- Attachment A – Terms and Conditions
  - Attachment B – Sample of Standard Contract Form
  - Attachment C – Zone Map for Cooperative Contracts
  - Attachment D – Vendor Data Sheet
  - Attachment E – Pricing Schedule
  - Attachment F – Virginia Business Opportunities Information

**Attachment A**

**TERMS AND CONDITIONS**

**I. GENERAL TERMS AND CONDITIONS:** See: [GENERAL TERMS AND CONDITIONS](#)

**II. ADDITIONAL TERMS AND CONDITIONS:**

1. **ADDITIONAL GOOD AND SERVICES:** The University may acquire other goods or services that the supplier provides other than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services, under the same pricing, 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 newly introduced during the term of the contract.
2. **AUDIT:** The Contractor hereby agrees to 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. Radford University, its authorized agents, and/or state auditors shall have full access and the right to examine any of said materials during said period.
3. **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 contract.
4. **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 for 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 Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
5. **CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Request for Proposal including all addendums thereof, the proposal submitted by the Contractor, the written results of negotiations, the University Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
6. **IDENTIFICATION OF PROPOSAL ENVELOPE:** The signed proposal should be returned in a separate envelope or package and identified as follows:

**From**

<b>Name of Offeror</b>	<b>Due Date</b>	<b>Time Due</b>
<b>Street or Box Number</b>	<b>Solicitation Number</b>	
<b>City, State, Zip Code</b>	<b>Solicitation Title</b>	
<b>Name of Procurement Officer:</b>		

The envelope should be addressed to:

RADFORD UNIVERSITY  
Procurement and Contracts Department  
P.O. Box 6885  
501 Stockton Street  
Radford, Virginia 24142

The Offeror takes the risk that if the envelope is not marked as described above, it 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 proposals should be placed in the envelope.

7. **NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing, hand delivered, mailed or electronically submitted to the address of the respective party at the following address:

**If to the Contractor:** Address Shown on the RFP Cover Page  
**Attention:** Name of Person Signing RFP

**If to Radford University:**

RADFORD UNIVERSITY  
Procurement and Contracts Department  
Attn: Contract Officers Name  
P.O. Box 6885  
501 Stockton Street  
Radford, Virginia 24142

8. **PUBLIC POSTING:** 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 and mutually negotiated, as proprietary information will not be made public.
9. **SEVERAL LIABILITY:** Radford University will be severally liable to the extent of its purchase made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.

### III. 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 proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is canceled.
2. **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.
3. **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.
4. **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:
1. To exercise its best efforts and cooperation to affect an orderly and efficient transition to a successor;
  2. 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
  3. 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.
5. **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.
6. **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: \_\_\_\_\_

7. **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 as 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: \_\_\_\_\_

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.

8. **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.
9. **CRIMINAL CONVICTION CHECKS:** All criminal conviction checks must be concluded prior to the Contractor's employees gaining access to the Radford University Campus. Employees who have separated employment from Contractor shall undergo another background check prior to re-gaining access to the Radford University campus. Contractor shall ensure subcontractors conduct similar background checks. Radford University reserves the right to audit a Contractor's background check process at any time. All employees have a duty to self-disclose any criminal conviction(s) occurring while assigned to the Radford University campus. Such disclosure shall be made to Contractor, which in turn shall notify the designated Radford University Contract Administrator within 5 days. If at any time during the term of the contract Radford University discovers an employee has a conviction that raises concerns about university buildings, property, systems, or security, the Contractor shall remove that employee's access to the Radford University campus, unless Radford University consents to such access in writing. Failure to comply with the terms of this provision may result in the termination of the Contract.
10. **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.
11. **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.
12. **INSURANCE:** Long, amounts can be increased or decreased as warranted. Any revisions should be reviewed with Risk Management.

By signing and submitting a Proposal under this solicitation, the Offeror certifies that if awarded the contract, it will have the following insurance coverages 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 §§2.2-4332 and 65.2-800 et seq of the Code of Virginia. The Offeror further certifies that the Contractor and any subcontractors will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

**INSURANCE COVERAGES AND LIMITS REQUIRED:**

- ☒ Worker's Compensation - Statutory requirements and benefits.
- ☒ Employers Liability - \$100,000.00
- ☒ Commercial General Liability - \$1,000,000.00 per occurrence and \$2,000,00 in the aggregate to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. Radford University shall be named as an additional insured to the policy by endorsement.
- ☐ Builders Risk – For all renovation and new construction projects under \$100,000 Radford University will provide All Risk – Builders Risk Insurance. For all renovation contracts, and new construction from \$100,000 up to \$500,000 the Contractor will be required to provide All Risk – Builders Risk Insurance in the amount

of the Contract and name Radford University as additional insured. All insurance verifications of insurance will be through a valid insurance certificate.

\*The Contractor agrees to be responsible for, indemnify, defend and hold harmless Radford University, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the Contract, including but not limited to claims under the Worker's Compensation Act. The Contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Radford University, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the Contract.

- 13. 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 offeror, by submitting his 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 offeror does not violate any of the prohibitions of Title 15 U.S.C. § 1263 or Title 7 U.S.C. § 136
- 14. 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.
- 15. 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.
- 16. 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.
- 17. 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 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 Radford University elects to exercise the option to renew the Contract for an additional one-year period, the Contract price(s) for the additional year shall not exceed the contract prices of the original Contract increased/decreased by no more than the percentage increase/ decrease of the SERVICES category of the CPI section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available, or three and one-half percent (3.5%), whichever is less, for all renewal periods under the contract.
- 18. SAFETY:** The Contractor bears sole responsibility for the safety of its employees. The Contractor shall take all steps necessary to establish, administer, and enforce safety rules that meet the regulatory requirements of the **Virginia Department of Labor and Industry (VDLI)** and the **Occupational Safety and Health Administration (OSHA)**. The Contractor shall take steps as necessary to protect the safety and health of University employees, students, and visitors during the performance of their work. In addition, the Contractor must also provide the University with a written safety program that it intends to follow in pursuing work under this contract. No work under this Contract will be permitted until the university is assured that the Contractor has an adequate safety program in effect.
- 19. 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.

- 20. 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.
- 21. 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.

**Attachment B**

**SAMPLE CONTRACT FORM**

**Standard Contract form for reference only  
Offerors do not need to fill in this form.**



**STANDARD CONTRACT**

Contract Number: **RUxxxxx**

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 or Radford University", located at 801 East Main Street, Radford, VA. 24142."

1. **WITNESSETH** that the Contractor and Radford University, in consideration of the mutual covenants, promises and agreements contained, agree as follows:
2. **SCOPE OF CONTRACT:** The Contractor shall provide \_\_\_\_\_ to Radford University as set forth in the Contract Documents.
3. **TERM OF CONTRACT:** From \_\_\_\_\_ through \_\_\_\_\_ with \_\_\_\_\_ (**number of years**) year renewal options or as negotiated, to include all contractual provisions contained herein.
4. **THE CONTRACT DOCUMENTS SHALL CONSIST OF:**

This signed Radford University Standard Contract. Document;

Radford University's Request for Proposal (RFP) **Rxx-xxx** dated \_\_\_\_\_, Addendum **xxx** dated \_\_\_\_\_ (**list all addendums in this format**).

Contractor's Proposal signed and dated \_\_\_\_\_

Negotiation Summation: (**List each document by title and execution date**)

5. **COMPENSATION AND METHOD OF PAYMENT:** The Contractor shall be paid by Radford University in accordance with the contract documents. (**\*Note: If advantageous you can list compensation here.**)

**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:** \_\_\_\_\_

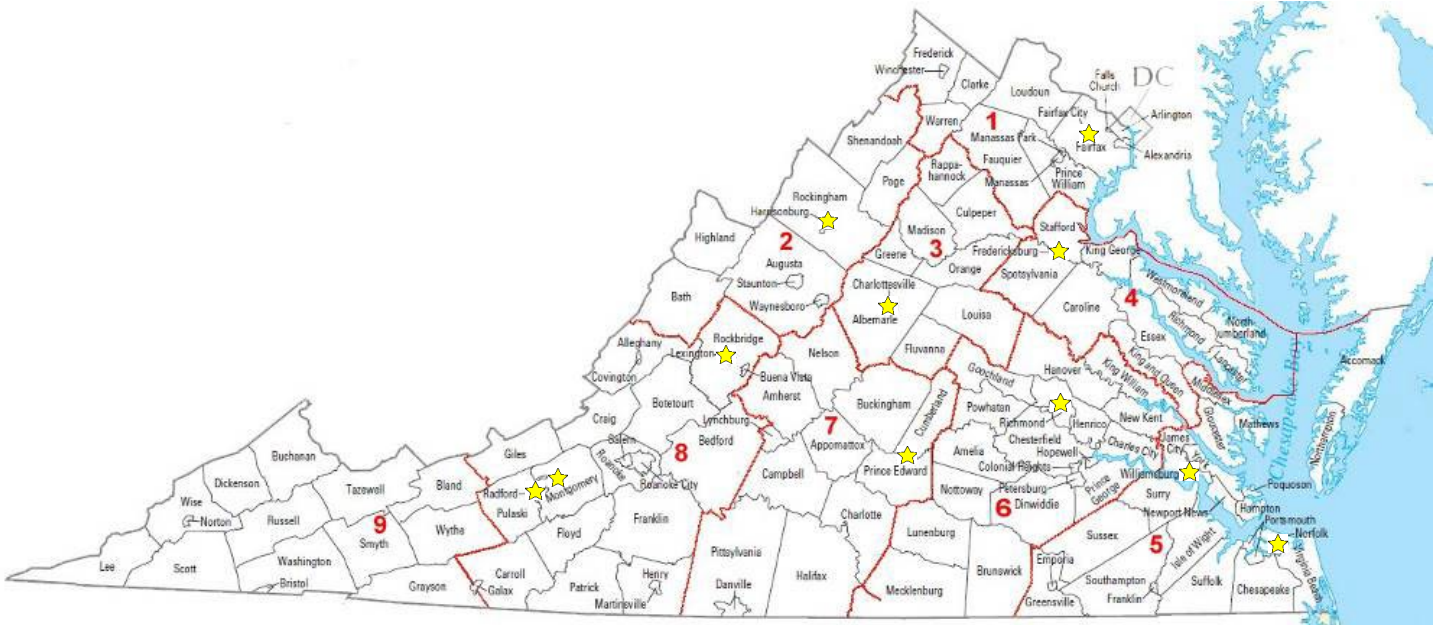
**Title:** \_\_\_\_\_

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

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



**Attachment C**  
**Zone Map**



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

**List of member institutions by zones**

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

The zone map is provided for the Offeror to determine appropriate pricing structures based on approved zones for cooperative institutions. If no other prices are offered, pricing provided will apply to all zones in the Commonwealth of Virginia. If you wish to provide pricing for a zone other than which this solicitation originated, please indicate you are doing so in the response. If you anticipate pricing differentials for different zones, a separate pricing sheet must be submitted for each zone that includes appropriate pricing for that zone.

**Attachment D  
Vendor Data Sheet**

\*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>  <div style="display: flex; justify-content: space-between;"> <span><b>NAME:</b></span> <span><b>TITLE:</b></span> </div> <div style="display: flex; justify-content: space-between;"> <span><b>PHONE:</b></span> <span><b>EMAIL:</b></span> </div>	
<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:  <div style="display: flex; justify-content: space-between;"> <span><b>YEARS:</b></span> <span><b>MONTHS:</b></span> </div>	
<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>Company:</b>  <b>Phone: (    )</b>  <b>Fax:    (    )</b>	<b>Contact Name and Title:</b>  <b>Email:</b>
<b>Project:</b>	
<b>Dates of Service:</b>	<b>\$ Value:</b>

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

<b>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>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>

**Attachment E  
Pricing Schedule**

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

<b>Item</b>	<b>Elevator Location</b>	<b>No. Elevators</b>	<b>Type</b>	<b>Make</b>	<b>Annual Price</b>
1.	Bolling Hall	1	Hydraulic	ThyssenKrupp	\$
2.	Center for the Sciences	2	Machine Roomless (MRL) Traction (Passenger)	ThyssenKrupp	\$
3.	Hemphill Hall	3	Machine Roomless (MRL) Traction (Passenger)	Kone	\$
4.	Cook Hall	1	Hydraulic	Otis	\$
5.	Cupp Stadium	1	Hydraulic	ThyssenKrupp	\$
6.	Curie Hall	1	Hydraulic	ThyssenKrupp	\$
7.	Dalton Hall (Bookstore)	1	Hydraulic (Passenger)	Dover	\$
8.	Dalton Hall (Kitchen)	1	Hydraulic (Freight)	Otis	\$
9.	Dalton Hall (Post Office)	1	Hydraulic (Passenger)	United	\$
10.	Davis Hall	1	Hydraulic	U.S. Elevator	\$
11.	Dedmon Center	1	Hydraulic	Westinghouse	\$
12.	Draper Hall	1	Hydraulic	ThyssenKrupp	\$
13.	Floyd Hall	1	Hydraulic	Dominion	\$
14.	Heth Hall	1	Hydraulic	ThyssenKrupp	\$
15.	Hurlburt Student Center	1	Hydraulic	Otis	\$
16.	Ingles Hall	1	Hydraulic	Otis	\$
17.	Jefferson Hall	1	Hybrid - Twin Rope (Hydraulic/Traction)	Cemco	\$
18.	Kyle Hall	2	Hydraulic	Schindler	\$
19.	Madison Hall	1	Hybrid - Twin Rope (Hydraulic/Traction)	Cemco	\$
20.	Martin Hall	1	Hydraulic	Dover	\$
21.	McConnell Library (Section B)	1	Hydraulic	ThyssenKrupp	\$
22.	McConnell Library (Section A HCAP)	1	Hydraulic	Otis	\$
23.	McConnell Library (Section C)	1	Hydraulic	Dover	\$

Item	Elevator Location	No. Elevators	Type	Make	Annual Price
24.	Moffett Hall	2	Hybrid Twin Post Roped (Hydraulic/Traction)	Virginia Control	\$
25.	Muse Hall (B & C Wing)	2	Hydraulic	Dover	\$
26.	Muse Hall (Main Lobby)	4	Machine Roomless (MRL) Traction (Passenger)	Schumacher	\$
27.	Muse Hall (Kitchen)	1	Hydraulic	Schumacher	\$
28.	Norwood Hall	1	Hydraulic	Dover	\$
29.	Peery Hall	1	Hydraulic	Dominion	\$
30.	Peters Hall	1	Hydraulic - Twin Post Jack (no ropes)	Elevator Tech	\$
31.	Pocahontas Hall	1	Hydraulic	ThyssenKrupp	\$
32.	Preston Hall	1	Hydraulic (Organ Lift)	Monarch	\$
33.	Russell Hall	1	Hydraulic	TKE	\$
34.	SELU	1	LULA	Concord	\$
35.	Stuart Hall	1	Hydraulic	Dominion	\$
36.	Student Recreation & Wellness Center	1	Hydraulic	ThyssenKrupp	\$
37.	Tyler Hall	1	Hydraulic	Dover	\$
38.	Trinkle Hall	1	Hydraulic	Dominion	\$
39.	Waldron Hall	1	Hydraulic	Dover	\$
40.	Walker Hall	1	Hydraulic	Dover	\$
41.	Washington Hall	1	Hydraulic	ThyssenKrupp	\$
42.	Whitt Hall	1	Hydraulic	Dover	\$
43.	Young Hall	1	Hydraulic	Westinghouse	\$
44.	Covington Hall	1	Hydraulic (Wheelchair Lift)	Concord	\$
45.	1000 East Main Street	1	Hydraulic	Dover	\$
46.	Bolling Hall	1	Hydraulic	ThyssenKrupp	\$
	<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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**GENERAL TERMS AND CONDITIONS**

**This solicitation and any resulting contract are subject to the provisions of the *Commonwealth of Virginia's Purchasing Manual for Institutions of Higher Education and their Vendor's* and any revisions thereto, and the *Governing Rules*, which are hereby incorporated into this contract in their entirety. A copy of both documents is available for review at [www.vascupp.org](http://www.vascupp.org).**

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1. **ADMINISTRATIVE APPEALS PROCEDURE:** Although Radford University is authorized to establish an administrative appeals procedure, it has chosen not to develop such procedures, but rather will rely on legal action for such determinations. (Governing Rule §55). However, Radford University reserves the right to use Alternative Dispute Resolution (ADR) for hearing appeals from decisions on disputes arising during the performance of a contract or when it is deemed to be in the best interest of the University. (Governing Rule §56).
2. **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 Governing Rules. 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 Rule §36).

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.
3. **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.
4. **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.

5. **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.
6. **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.
7. **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.
8. **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 if 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 dispute's clause provisions of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors (Governing Rule §53). 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.
9. **CONTROLLING VERSION OF SOLICITATION:** The original 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 original 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.
10. **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.



11. **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.
12. **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. (Governing Rule §11).

13. **EO/AA STATEMENT:** If this contract is a covered government contract or subcontract, contractors and subcontractors shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. Radford University does not discriminate against employees, students, or applicants on the basis of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, or veteran status; or otherwise discriminate against employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees, or applicants; or any other basis protected by law.
14. **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.
15. **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 should self-register in eVA and pay applicable vendor transaction fees. Failure to register may result in the bid/proposal being rejected.
16. **E-VERIFY REQUIREMENT OF ANY CONTRACTOR:** Any contractor with more than an average of 50 employees for the previous 12-months entering into a contract in excess of \$50,000 with the University to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to any awarded contract.
17. **FEDERAL GRANTS:** The following provisions apply to a contract made under a federal grant: Appendix II C.F.R. 200§§200.317-200.326.
18. **FORCE MAJEURE:** The performance of the contract by either party shall be subject to force majeure, including but not limited to acts of God, fire, flood, natural disaster, war or threat of war, acts or threats of terrorism, civil disorder, unauthorized strikes, governmental regulation or advisory, recognized health threats as determined by the World Health Organization, the Centers for Disease Control, or local government authority or health agencies (including but not limited to the health threats of

COVID-19, H1N1, or similar infectious diseases), curtailment of transportation facilities, or other occurrence beyond the control of the parties, where any of those factors, circumstances, situations, or conditions or similar ones prevent, dissuade, or unreasonably delay the Event, or where any of them make it illegal, impossible, inadvisable, or commercially impracticable to hold the Event or to fully perform the terms of the contract. The contract may be cancelled by either party, without liability, damages, fees, or penalty, and any unused deposits or amounts paid shall be refunded, for any one or more of the above reasons, by written notice to the other party.

19. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into a contract with the Commonwealth of Virginia, the contractor certifies that the contractor does not, and shall not during the performance of this contract for goods and services in the Commonwealth, knowingly employ an unauthorized illegal alien as defined in the federal Immigration Reform and Control Act of 1986.
20. **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; or 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 failure of the issuing agency to use the material, goods, or equipment in the manner already and permanently described by the contractor on the materials, goods or equipment delivered.
21. **MANDATORY USE OF RADFORD UNIVERSITY'S FORM AND TERMS AND CONDITIONS:** Failure to submit a response on Radford University's 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 response.
22. **NONDISCRIMINATION OF CONTRACTORS:** A bidder/offeree, 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 state agency, 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 from 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 the objection, access to equivalent goods, services, or disbursements from an alternative provider.
23. **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, social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
    - 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 accessed in lieu of withholding such payment.

24. **PRECEDENCE OF TERMS:** The following paragraphs of these General Terms and Conditions shall apply in all instances: **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 Radford University's Form and Terms and Conditions, Clarification of Terms, and Payment.** 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.

25. **PRICING CURRENCY:** Unless otherwise stated in the solicitation, bidder/offeror shall state bid/offer in U.S. dollars.

26. **QUALIFICATIONS OF (BIDDERS/OFFERORS):** The University 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 University all such information and data for this purpose as may be requested. The University reserves the right to inspect bidder/offeror's physical facilities prior to award to satisfy questions regarding the bidder/offeror's capabilities. The University further reserves the right to reject any bid/proposal if the evidence submitted by, or investigations of, such bidder/offeror fails to satisfy the University that such bidder/offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

27. **SUPREMACY CLAUSE:** Notwithstanding any provision in the bidder's/offeror's response to the contrary, the bidder/offeror agrees that the terms and conditions contained in Radford University's bid/offer prevail over contrary terms and conditions in the bidder's/offeror's response.

28. **TAXES:** Sales to the Commonwealth of Virginia and Radford University 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 appropriate University Sales and Use Tax of Exemption number is as follows: RU 10-546001789F-001; FIN 54-6001789

29. **TESTING AND INSPECTION:** The University reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to specifications.
30. **TRANSPORTATION AND PACKAGING:** By submitting bids/offers, all bidders/offerors certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest band best rate 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. **(NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS.)**
31. **USE OF BRAND NAMES:** Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict bidders/offerors to the specific brand, make or manufacturer name, but conveys the general style, type, character, and quality of the product desired. Any product which the public body, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The bidder/offeror is responsible to clearly identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the University to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring the bid as nonresponsive. Unless the bidder clearly indicates in its bid that the product offered is an equal product, such bid will be considered to offer the brand name product referenced in the solicitation. **(NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS.)**



## Addendum Number 01

Date: June 26, 2024

Reference Request For Proposal Number:	R24-009
Commodity:	Elevator Preventative Maintenance & Repair Services
Dated:	June 5, 2024
For Delivery To:	Radford University Agency: Commonwealth of Virginia 501 Stockton Street Radford, Virginia 24142
Proposal Due Date/Time:	July 31, 2024 at 3:00PM

### The following are attached hereto:

1. Pre-Proposal Conference Slide Deck
2. Pre-Proposal Sign-In Sheet
3. Amended Pricing Schedule, Attachment E (dated 06.26.24)
4. Radford Annual Inspection Summaries for prior two years.

### The following questions were asked during the site visit:

(Q = Question; R = Radford Response)

#### Center for Sciences Building:

Q: Have there been any issues with the hydraulics?

R: No.

Q: Have the elevators been modified?

R: Yes.

#### Hemphill Hall:

Q: How old is this building

R: It was built in 2016.

#### Muse Hall:

Q: When is Muse Hall scheduled to be decommissioned?

R: Estimated date for decommissioning is 2028. This is subject to change based upon the needs of the University.

#### Russell Hall:

Q: Have the elevators been modified?

R: Yes.

**The following questions were asked during the Pre-Proposal Conference:**

(Q = Question; R = Radford Response)

**Q: Regarding the electronic submission, should any of us elect to go that route, when we do submit, is there any type of reply or confirmation of receipt?**

R: At the time of submission, a pop-up will appear on the screen confirming submission date and time. Additionally, eVA will generate an automated email to the vendor confirming receipt. Radford does not automatically confirm receipt within eVA. However, vendors can inquire with the Procurement Officer over the solicitation, and he/she can confirm receipt on a case-by-case basis.

**Q: I noticed in the RFP that we did not include the requirement for a technician to be on-site for a minimum of 16 hours. Was that in the RFP?**

R: No. As part of the RFP process, the University wants the vendor to propose how the company will provide the services listed for the University. This process is designed to allow vendors to present details pertaining to schedule, methodology, and plans for providing the services requested in the solicitation. If clarification of the plan or methodology needs to be clarified further, that can happen during the negotiation phase of the process.

**Q: What are your annual inspection dates?**

R: January and July of each year. The University attempts to schedule these services during school breaks, when students are not on campus.

**Q: In regard to obsolescence, can we submit alternate language to be considered?**

R: If there is alternative language you would like the University to consider, you are welcome to. Any discussions regarding changes to the Statement of Needs would happen during the negotiation phase of the process.

**Q: I saw there was also a 60-day cancellation policy, can we offer alternate language there?**

R: This would be something that would be discussed during the negotiation phase of the process.

**Q: Is the Fireman's Recall Test monthly or annual?**

R: Those tests occur on an annual basis.

**Q: Can we get copies of the inspection paperwork?**

R: Due to the length and size of the inspection documentation, we are providing summaries for the previous two (2) years with this addendum. The full inspection reports may be viewed by arranging a date and time to come and view them on site. If you wish to schedule this, please reach out to Austin Eads ([ateads@radford.edu](mailto:ateads@radford.edu)) and he will get that set up and available.

**Q: It appears Bolling Hall is listed twice on the Pricing Schedule.**

R: An Amended Attachment E has been supplied with this Addendum to correct that clerical error.

Attachment E  
Amended Pricing Schedule  
June 26, 2024

A. Annual Price – Elevator Preventive Maintenance

Item	Elevator Location	No. Elevators	Type	Make	Annual Price
1.	Bolling Hall	1	Hydraulic	ThyssenKrupp	\$
2.	Center for the Sciences	2	Machine Roomless (MRL) Traction (Passenger)	ThyssenKrupp	\$
3.	Hemphill Hall	3	Machine Roomless (MRL) Traction (Passenger)	Kone	\$
4.	Cook Hall	1	Hydraulic	Otis	\$
5.	Cupp Stadium	1	Hydraulic	ThyssenKrupp	\$
6.	Curie Hall	1	Hydraulic	ThyssenKrupp	\$
7.	Dalton Hall (Bookstore)	1	Hydraulic (Passenger)	Dover	\$
8.	Dalton Hall (Kitchen)	1	Hydraulic (Freight)	Otis	\$
9.	Dalton Hall (Post Office)	1	Hydraulic (Passenger)	United	\$
10.	Davis Hall	1	Hydraulic	U.S. Elevator	\$
11.	Dedmon Center	1	Hydraulic	Westinghouse	\$
12.	Draper Hall	1	Hydraulic	ThyssenKrupp	\$
13.	Floyd Hall	1	Hydraulic	Dominion	\$
14.	Heth Hall	1	Hydraulic	ThyssenKrupp	\$
15.	Hurlburt Student Center	1	Hydraulic	Otis	\$
16.	Ingles Hall	1	Hydraulic	Otis	\$
17.	Jefferson Hall	1	Hybrid - Twin Rope (Hydraulic/Traction)	Cemco	\$
18.	Kyle Hall	2	Hydraulic	Schindler	\$
19.	Madison Hall	1	Hybrid - Twin Rope (Hydraulic/Traction)	Cemco	\$
20.	Martin Hall	1	Hydraulic	Dover	\$
21.	McConnell Library (Section B)	1	Hydraulic	ThyssenKrupp	\$
22.	McConnell Library (Section A HCAP)	1	Hydraulic	Otis	\$

Item	Elevator Location	No. Elevators	Type	Make	Annual Price
23.	McConnell Library (Section C)	1	Hydraulic	Dover	\$
24.	Moffett Hall	2	Hybrid Twin Post Roped (Hydraulic/Traction)	Virginia Control	\$
25.	Muse Hall (B & C Wing)	2	Hydraulic	Dover	\$
26.	Muse Hall (Main Lobby)	4	Machine Roomless (MRL) Traction (Passenger)	Schumacher	\$
27.	Muse Hall (Kitchen)	1	Hydraulic	Schumacher	\$
28.	Norwood Hall	1	Hydraulic	Dover	\$
29.	Peery Hall	1	Hydraulic	Dominion	\$
30.	Peters Hall	1	Hydraulic - Twin Post Jack (no ropes)	Elevator Tech	\$
31.	Pocahontas Hall	1	Hydraulic	ThyssenKrupp	\$
32.	Preston Hall	1	Hydraulic (Organ Lift)	Monarch	\$
33.	Russell Hall	1	Hydraulic	TKE	\$
34.	SELU	1	LULA	Concord	\$
35.	Stuart Hall	1	Hydraulic	Dominion	\$
36.	Student Recreation & Wellness Center	1	Hydraulic	ThyssenKrupp	\$
37.	Tyler Hall	1	Hydraulic	Dover	\$
38.	Trinkle Hall	1	Hydraulic	Dominion	\$
39.	Waldron Hall	1	Hydraulic	Dover	\$
40.	Walker Hall	1	Hydraulic	Dover	\$
41.	Washington Hall	1	Hydraulic	ThyssenKrupp	\$
42.	Whitt Hall	1	Hydraulic	Dover	\$
43.	Young Hall	1	Hydraulic	Westinghouse	\$
44.	Covington Hall	1	Hydraulic (Wheelchair Lift)	Concord	\$
45.	1000 East Main Street	1	Hydraulic	Dover	\$
	<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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Radford University - 2022-2023 CAT1/CAT5 Testing - Punch List			
Location Name	Violation	Date of Inspection	Inspector Name
1000 East Main Street	Cover on junction box in machine room is missing. Update and tag fire extinguisher in machine room. Repair emergency phone to work properly.	2/6/23	Robbie Thornhill
Center for the Sciences #1	No violations as of this date. Recommend/Note: Governor cable will need to be shortened soon.	12/21/22	Robbie Thornhill
Cook Hall	Repair pit lights to work properly. Repair emergency light to work properly. Repair fire service buzzer in car to work properly. Recommend: Handrails on top of car.	12/22/22	Robbie Thornhill
Curie Hall	Repair emergency light to work properly.	2/7/23	Robbie Thornhill
Davis Hall	Repair emergency bell to work properly	12/20/22	Robbie Thornhill
Dedmon Center	Water in pit. Pit channels severely rusted.	2/6/23	Robbie Thornhill
Floyd Hall	Replace ceiling tiles in elevator or protect lights. Car doors have flat spots on them-need to be replaced. Missing capacity tag inside car.	2/6/23	Robbie Thornhill
Hemphill Hall #1	Repair two-way communication system to work. Stopped tested due to Car 2 being removed from service due to brake not holding load. Car will need to be retested.	12/22/22	Dan Lipscomb
Hemphill Hall #2	Repair two-way communication system to work. Repair brake (s) to hold load. Or ropes slipping on sheave due to over-lubrication. Car removed from service for repair.	12/22/22	Dan Lipscomb
Hemphill Hall #3	Repair two-way communication system to work.	12/22/22	Dan Lipscomb
Jefferson Hall	Re-label inside of car "elevator 1," not "PE2."	2/7/23	Robbie Thornhill
Kyle Hall #1	Repair emergency light to work properly.	12/22/22	Robbie Thornhill
Kyle Hall #2	Thermostat wire must be in conduit in machine room. 1900 box cover plate missing in machine room. Plug in sump pump in pit. Repair broken fire alarm box in pit.	12/22/22	Robbie Thornhill
Martin Hall	Repair phase I and phase II fire hat to light	12/20/22	Robbie Thornhill
McConnell Library #1	Repair emergency light to work properly	12/20/22	Robbie Thornhill
McConnell Library #2	Recommend: clean diapers from pit	12/20/22	Robbie Thornhill
Moffett Hall East	No violations as of this date. NOTE: Pressure gauge needs to be replaced before next year's test.	2/7/23	Robbie Thornhill
Moffett Hall West	No violations as of this date. NOTE: Pressure gauge needs to be replaced before next year's test.	2/7/23	Robbie Thornhill
Muse Hall #1	Repair or replace door gibs as necessary (floors 13, 11, 9, 7 and 1). Emergency light and bell to work. Fire hat light to work in car. Fire control room switch numbering (repeat violation from Sept. 2022 routine)	12/19/22	Dan Lipscomb
Muse Hall #2	Emergency light and bell to work. Two way communication system to work. Fire control room switch numbering (repeat violation from Sept. 2022 routine)	12/19/22	Dan Lipscomb
Muse Hall #3	Emergency light and bell to work. Repair or replace door gibs as necessary (floors 10, 9 and 1). Phase II off position to work correctly. Fire control room switch numbering (repeat violation from Sept. 2022 routine)	12/19/22	Dan Lipscomb
Muse Hall #4	Emergency light to work. Repair or replace door gibs as necessary (floors 5 and 1). Repair lobby PI to work. Fire control room switch numbering (repeat violation from Sept 2022 routine)	12/19/22	Dan Lipscomb
Muse Hall B Wing	Rupture valve needs to be tested and sealed. Relabel unit inside car to be B Wing.	12/21/22	Robbie Thornhill
Muse Hall C Wing	Rupture valve needs to be tested and sealed. Relabel unit inside car to be C Wing.	12/21/22	Robbie Thornhill
Muse Hall Kitchen	Machine room lighting needs a dedicated switch in room. Re-label inside of car to be Kitchen Car. Remove one of the rupture valves and relocate single one in correct location. Car racked.	12/21/22	Robbie Thornhill
Norwood Plaza	Repair emergency light to work properly. Repair in-car lanterns.	12/22/22	Robbie Thornhill
Patrick D. Cupp Stadium	Clean pads off pit floor. Prevent water from entering pit-severe rust on all equipment. Remove white mystery dust from top of car and hoist way.	2/6/23	Robbie Thornhill
Peery Hall	Repair phase I key switch to work properly. Repair emergency lights to work properly.	2/6/23	Robbie Thornhill

Radford University - 2022-2023 CAT1/CAT5 Testing - Punch List			
Location Name	Violation	Date of Inspection	Inspector Name
Pocahontas Hall	Repair emergency bell to work properly. <i>Note: needs five gallons of oil to make top floor.</i>	12/20/22	Robbie Thornhill
Russell Hall	Repair emergency bell to work properly	12/20/22	Robbie Thornhill
SELU	<i>No violations as of this date. NOTE: Flex hose needs to be replaced before next year's full load test.</i>	2/7/23	<i>Robbie Thornhill</i>
Stuart Hall	Repair phase I key switch.	2/6/23	Robbie Thornhill
<i>Student Recreation and Wellness Center</i>	<i>No violations as of this date. Recommend/Note: smoke detector in the pit is chirping.</i>	2/6/23	<i>Robbie Thornhill</i>
Trinkle Hall	Repair in-car handrail. Protect cab lights with a cage or tube.	2/6/23	Robbie Thornhill
Waldron Hall	Repair pit lights to work properly.	12/22/22	Robbie Thornhill
Young Hall	Hoist way doors to self close from any position. Clean pit.	12/20/22	Robbie Thornhill

Radford University - DEC 2023/JAN 2024 Tests - Punch List			
Location Name / Device Number	Violation	Date of Inspection	Inspector Name
Center for the Sciences / #1	Repair bottom floor access key switch to work properly. Unit needs to slip traction when on safety. Emergency bell and light to work properly. Replace missing M braille on car button. Monitor hoist cables, starting to show some wear/are shiny.	12/11/23	Robbie Thornhill
Center for the Sciences / #2	Replace missing braille on car buttons. Replace battery for emergency light. Repair access switch top floor.	12/11/23	Robbie Thornhill
Hemphill Hall / #1	Need batteries replaced for testing of unintended movement. Test ascending car. Phone calls the financial aid department at Radford.	12/11/23	Robbie Thornhill
Hemphill Hall / #2	Need batteries replaced for testing of unintended movement. Test ascending car. Phone now calls the financial aid department at Radford. Replace oiler on top of car.	12/11/23	Robbie Thornhill
Hemphill Hall / #3	Need batteries replaced for testing of unintended movement. Test ascending car. Phone to work properly.	12/11/23	Robbie Thornhill
Jefferson Hall / #1	Re-label inside car "Elevator 1" not "PE2." Travel cable is wearing badly on the pit ladder.	12/13/23	Robbie Thornhill
Madison Hall / #1	Emergency phone not working properly. Travel cables are rubbing pit ladder.	12/13/23	Robbie Thornhill
Moffett Hall East / #1	Battery needed for emergency lights. Pit lights not working. Replace pressure gauge.	12/13/23	Robbie Thornhill
Moffett Hall West / #1	Inside of tank lid is rusting - going to cause valve problems. Pressure gauge needs to be replaced. Need battery for emergency light.	12/13/23	Robbie Thornhill
Muse Hall / #1	Remove one counterweight stinger to obtain correct runby.	12/12/23	Robbie Thornhill
Muse Hall / #2	Remove one counterweight stinger to obtain correct runby.	12/12/23	Robbie Thornhill
Muse Hall / #3	Remove one counterweight stinger to obtain correct runby.	12/12/23	Robbie Thornhill
Muse Hall / #4	Remove one counterweight stinger to obtain correct runby. Repair main lobby PI.	12/12/23	Robbie Thornhill
Kyle Hall / #2	Thermostat wire must be in conduit in machine room. 1900 box cover plate missing in machine room. Plug in sump pump in pit. Repair broken fire alarm box in pit.	1/30/24	Robbie Thornhill
McConnell Library / #2	(RECOMMEND) Clean diapers from pit.	1/30/24	Robbie Thornhill
McConnell Library / #3	Need battery for emergency bell and light	1/30/24	Robbie Thornhill
Peters Hall / #1	Repair emergency light to work properly.	1/30/24	Robbie Thornhill
Waldron Hall / #1	Repair emergency light to work properly. Repair fire key switch Phase I	1/30/24	Robbie Thornhill
Young Hall / #1	Repair emergency phone to work properly.	1/30/24	Robbie Thornhill
Dalton Hall Post Office / #3	Provide to perform rupture valve test	01/31/24	Robbie Thornhill
Draper Hall	Need battery for emergency bell and light	01/31/24	Robbie Thornhill
Floyd Hall / #1	Replace ceiling tiles in elevator or protect lights, ventilation in machine room to work. Car doors have flat spots on them. Need to be replaced. Missing capacity tag inside car. Battery for lights and bell. Repack jack, failed static test, remove oil from pit floor.	01/31/24	Robbie Thornhill
Heth Hall / #1	<b>Recommendation:</b> COP should be on same side as Phase I Key Switch	01/31/24	Robbie Thornhill
Hurburt Student Center / #1	Provide to perform rupture valve test	01/31/24	Robbie Thornhill
Ingles Hall / #1	Provide to perform rupture valve test. Repair emergency phone to work properly.	01/31/24	Robbie Thornhill
Peery Hall / #1	Repair emergency lights to work properly. Door rollers need to be repaced. Machine room ventilation not working.	01/31/24	Robbie Thornhill
Pocahontas Hall / #1	Car failed static. Need to repair jack.	01/31/24	Robbie Thornhill
Stuart Hall / #1	Repair machine room light above controller and ventilation. Only completed pressure test. Unit is OOS WAITING ON DOOR PARTS	01/31/24	Robbie Thornhill
Student Recreation & Wellness Center / #1	Phone needs to give correct location	01/31/24	Robbie Thornhill
Trinkle Hall	Repair in car handrail. Protect cab lights with a cage or tube	01/31/24	Robbie Thornhill

Radford University - DEC 2023/JAN 2024 Tests - Punch List			
Location Name / Device Number	Violation	Date of Inspection	Inspector Name
Washington Hall	Provide to perform rupture valve test	01/31/24	Robbie Thornhill
Curie Hall / #1	Car OOS Provide to perform rupture valve test	01/31/24	Robbie Thornhill
Dedmond Center / #1	Water in pit and pit channels severely rusted. Repeat violation. Hoistway doors to close from any position.	02/01/24	Robbie Thornhill
Muse Hall / B Wing	Provide to perform rupture valve test	02/01/24	Robbie Thornhill
Muse Hall / C Wing	Provide to perform rupture valve test. Repair emergency light and bell to work properly	02/01/24	Robbie Thornhill
Muse Hall / Kitchen	Provide to perform rupture valve test Battery for lights and bell Repair emergency phone to work	02/01/24	Robbie Thornhill
Patrick D Cupp Stadium	Clean pads off pit floor, prevent water from entering pit, severe rust on all equipment. Remove white mystery dust from top of car and hoist way. Remove oil/water from sump pump hole.	02/01/24	Robbie Thornhill
SELU / #1	FLEX HOSE NEEDS TO BE REPLACED Repair emergency phone to work properly	02/01/24	Robbie Thornhill

**REQUEST FOR PROPOSAL (RFP)**  
**RFP # R24-009**

**GENERAL INFORMATION FORM**

**QUESTIONS/INQUIRIES:** All questions/inquiries for information regarding this solicitation should be directed to:

Name: Austin Eads  
Phone: (540) 831-5634  
Email: [ateads@radford.edu](mailto:ateads@radford.edu).

Written questions to be submitted via email no later than: **July 12, 2024 Eastern Standard Time (EST).**

**SEALED PROPOSAL DUE DATE AND TIME:** Proposals will be received up to and including **July 31, 2024 3:00 PM EST**. Email and fax responses will not be accepted. Proposals may be submitted as follows:

**In Person\***

**Mail or Courier\***

**Electronically through eVA**

Deliver proposal to:  
Radford University  
David E. Armstrong Complex  
501 Stockton Street  
Radford, VA 24142

Mailing Address:  
Radford University  
Procurement and Contracts  
PO Box 6885  
Radford, VA 24142-6885

Electronic Submissions:  
A PDF of your proposal may be submitted through eVA's Virginia Business Opportunities ([VBO](#)) site. See **Attachment F** for more details.

\* Identify the envelope package as instructed in **Attachment A – Terms and Conditions**.

**BUSINESS HOURS:** Radford University's Procurement and Contracts Department is open Monday through Friday from 8:00 AM- 4:30 PM EST.

**LATE PROPOSALS:** To be considered for selection, proposals must be received by Radford University's Procurement and Contracts Department by the due date and time identified in this solicitation document. The official time used in documenting the receipt of proposals is that time identified on the automatic time stamp machine located in the Procurement and Contracts Department in the David E. Armstrong building on the main campus of Radford University. Proposals received in the Procurement and Contracts Department after the date and time designated are automatically deemed non-responsive and will not be given consideration. The University is not responsible for delays in delivery conducted by the U.S. Postal Service, private couriers, or the intra-university mail system. It is the sole responsibility of the Offeror to ensure their proposal reaches the Procurement and Contracts Department at Radford University by the designated date and time. This is a sealed receipt process. Emails or fax responses will not be accepted.

**OPTIONAL PRE-PROPOSAL CONFERENCE AND SITE VISIT: OPTIONAL PRE-PROPOSAL CONFERENCE AND SITE VISIT:** An **OPTIONAL** site visit will be held on **June 26, 2024 from 8:30 to 10:00 A.M. (EST)** The **OPTIONAL** pre-proposal conference shall be held immediately following the site visit on **June 26, 2024** and shall begin promptly at **10:15 A.M. (EST)**. See **Section (13)** for additional information. **\*\*PRE-REGISTRATION IS REQUIRED\*\***

**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 vendor to check the website at [www.radford.edu](http://www.radford.edu) for said notifications. If the University is closed on the day proposals are due, proposals will be accepted same time the next scheduled business day the University is open. If the University is closed on the day of a scheduled pre-proposal conference a written addendum will be issued to officially reschedule the conference.

**TYPE OF BUSINESS: (Please check all applicable classifications).** In order to qualify for assigned Small, Women and Minority (SWaM) points your business must be certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), provide your assigned SBSBD certification number. For assistance with SWaM certification, visit the SBSBD website at <https://www.sbsd.virginia.gov/>

☐ **Large**

☒ **Small business** – A business that is at least 51% independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual

gross receipts of \$10 million or less averaged over the previous three years. One or more of these individual owners shall control both the management and daily business operations of the small business.

\_\_\_\_\_ **Women-owned business** – A business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in owned by one or more women who are citizens of the United States or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

\_\_\_\_\_ **Minority-owned business** – A business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals, or any historically black college or university, regardless of the percentage ownership by minority individuals or, in the case of a corporation, partnership, or limited liability company or other entity, the equity ownership interest in the corporation, partnership, or limited liability company or other entity.

**COMPANY INFORMATION/SIGNATURE:** In compliance with this Request for Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods or services in accordance with the attached signed proposal inclusive of all addenda, if applicable, and as mutually agreed upon by subsequent negotiation.

<b>FULL LEGAL NAME (PRINT)</b> (Company name as it appears with your Federal Taxpayer Number)  RISE Elevator Services, LLC		<b>FEDERAL TAXPAYER NUMBER (ID#)</b>  88-3241503	
<b>BUSINESS NAME /DBA NAME/TA NAME</b> (If different than the Full Legal Name)		<b>BILLING NAME</b> (Company name as it appears on your invoice)  RISE Elevator Services, LLC	
<b>PURCHASE ORDER ADDRESS</b>  7325 Creighton Road Mechanicsville, VA 23111		<b>PAYMENT ADDRESS</b>  7325 Creighton Road Mechanicsville, VA 23111	
<b>CONTACT NAME/TITLE (PRINT)</b>  Mark Anderson Sales Manager		<b>EMAIL ADDRESS</b>  m.anderson@riseelevators.com	
<b>TELEPHONE NUMBER</b>  (804) 624-7327	<b>TOLL FREE TELEPHONE NUMBER</b>  N/A	<b>FAX NUMBER</b>  N/A	<b>EVA VENDOR ID NUMBER</b>  VA10088198
		<b>VIRGINIA STATE CORPORATION COMMISSION REGISTRATION NUMBER</b>  11412585	

I acknowledge that I have received the following addenda posted for this solicitation.

1  X  2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_ 6 \_\_\_\_\_ (Please check all that apply.)

SIGNATURE: \_\_\_\_\_



DATE: 7/30/2024

- 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:
1. To exercise its best efforts and cooperation to affect an orderly and efficient transition to a successor;
  2. 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
  3. 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.
5. **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.
6. **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: RISE Elevator

Contractor License # 2705185720

Type ELE

Subcontract Name: \_\_\_\_\_

License No. \_\_\_\_\_

Type: \_\_\_\_\_

7. **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 as 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.: 2705185720 Specialty: ELE

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



**Attachment D  
Vendor Data Sheet**

\*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>  <div style="display: flex; justify-content: space-between;"> <div> <b>NAME:</b> Mark Anderson   <b>PHONE:</b> (260) 615-7325         </div> <div> <b>TITLE:</b> Sales Manager   <b>EMAIL:</b> m.anderson@riseelevator.com         </div> </div>	
<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:  <div style="display: flex; justify-content: space-between;"> <div><b>YEARS:</b> 2</div> <div><b>MONTHS:</b> 2</div> </div>	
<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>Company:</b> AdvanSix	<b>Contact Name and Title:</b> Dennis Tway - Maintenance Coordinator
<b>Phone:</b> (803) 310-7996  <b>Fax:</b> ( )	<b>Email:</b> dennis.tway@advansix.com
<b>Project:</b> Elevator maintenance and repair services	
<b>Dates of Service:</b> 6/2023-6/2028	<b>\$ Value:</b> ~\$250,000

<b>Company:</b> University of Mary Washington	<b>Contact Name and Title:</b> Christopher Cook - Facilities Manger
<b>Phone:</b> (540) 273-4931  <b>Fax:</b> ( )	<b>Email:</b> ccook@umw.edu
<b>Project:</b> Elevator maintenance and repair services	
<b>Dates of Service:</b> 4/2023 - Present (up to 5 yrs)	<b>\$ Value:</b> ~\$75,000

<b>Company:</b> Shell Polymers	<b>Contact Name and Title:</b> Ryan Bosco - Maintenance Manager
<b>Phone:</b> (724) 709-5733 <b>Fax:</b> ( )	<b>Email:</b> r.bosco@shell.com
<b>Project:</b> Elevator maintenance and repair services	
<b>Dates of Service:</b> 10/2022 - Present (up to 5 yrs)	<b>\$ Value:</b> ~\$1,500,000

<b>Company:</b> County of Gloucester	<b>Contact Name and Title:</b> Christine Joyce - Purchasing
<b>Phone:</b> (804) 693-1208 <b>Fax:</b> ( )	<b>Email:</b> purchasing@gloucesterva.info
<b>Project:</b> Elevator maintenance and repair services	
<b>Dates of Service:</b> 6/2024-Present (up to 5 yrs)	<b>\$ Value:</b> ~\$30,000

Attachment E  
Amended Pricing Schedule  
June 26, 2024

A. Annual Price – Elevator Preventive Maintenance

Item	Elevator Location	No. Elevators	Type	Make	Annual Price
1.	Bolling Hall	1	Hydraulic	ThyssenKrupp	\$ 2,082.00
2.	Center for the Sciences	2	Machine Roomless (MRL) Traction (Passenger)	ThyssenKrupp	\$ 8,400.00
3.	Hemphill Hall	3	Machine Roomless (MRL) Traction (Passenger)	Kone	\$ 12,600.00
4.	Cook Hall	1	Hydraulic	Otis	\$ 2,082.00
5.	Cupp Stadium	1	Hydraulic	ThyssenKrupp	\$ 2,082.00
6.	Curie Hall	1	Hydraulic	ThyssenKrupp	\$ 2,082.00
7.	Dalton Hall (Bookstore)	1	Hydraulic (Passenger)	Dover	\$ 2,082.00
8.	Dalton Hall (Kitchen)	1	Hydraulic (Freight)	Otis	\$ 2,082.00
9.	Dalton Hall (Post Office)	1	Hydraulic (Passenger)	United	\$ 2,082.00
10.	Davis Hall	1	Hydraulic	U.S. Elevator	\$ 2,082.00
11.	Dedmon Center	1	Hydraulic	Westinghouse	\$ 2,082.00
12.	Draper Hall	1	Hydraulic	ThyssenKrupp	\$ 2,082.00
13.	Floyd Hall	1	Hydraulic	Dominion	\$ 2,082.00
14.	Heth Hall	1	Hydraulic	ThyssenKrupp	\$ 2,082.00
15.	Hurlburt Student Center	1	Hydraulic	Otis	\$ 2,082.00
16.	Ingles Hall	1	Hydraulic	Otis	\$ 2,082.00
17.	Jefferson Hall	1	Hybrid - Twin Rope (Hydraulic/Traction)	Cemco	\$ 2,082.00
18.	Kyle Hall	2	Hydraulic	Schindler	\$ 4,164.00
19.	Madison Hall	1	Hybrid - Twin Rope (Hydraulic/Traction)	Cemco	\$ 2,082.00
20.	Martin Hall	1	Hydraulic	Dover	\$ 2,082.00
21.	McConnell Library (Section B)	1	Hydraulic	ThyssenKrupp	\$ 2,082.00
22.	McConnell Library (Section A HCAP)	1	Hydraulic	Otis	\$ 2,082.00

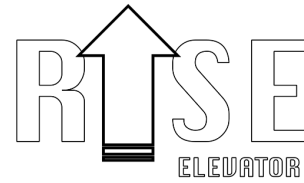
Item	Elevator Location	No. Elevators	Type	Make	Annual Price
23.	McConnell Library (Section C)	1	Hydraulic	Dover	\$ 2,082.00
24.	Moffett Hall	2	Hybrid Twin Post Roped (Hydraulic/Traction)	Virginia Control	\$ 4,164.00
25.	Muse Hall (B & C Wing)	2	Hydraulic	Dover	\$ 4,164.00
26.	Muse Hall (Main Lobby)	4	Machine Roomless (MRL) Traction (Passenger)	Schumacher	\$16,800.00
27.	Muse Hall (Kitchen)	1	Hydraulic	Schumacher	\$ 2,082.00
28.	Norwood Hall	1	Hydraulic	Dover	\$ 2,082.00
29.	Peery Hall	1	Hydraulic	Dominion	\$ 2,082.00
30.	Peters Hall	1	Hydraulic - Twin Post Jack (no ropes)	Elevator Tech	\$ 2,082.00
31.	Pocahontas Hall	1	Hydraulic	ThyssenKrupp	\$ 2,082.00
32.	Preston Hall	1	Hydraulic (Organ Lift)	Monarch	\$ 1,800.00
33.	Russell Hall	1	Hydraulic	TKE	\$ 2,082.00
34.	SELU	1	LULA	Concord	\$ 1,800.00
35.	Stuart Hall	1	Hydraulic	Dominion	\$ 2,082.00
36.	Student Recreation & Wellness Center	1	Hydraulic	ThyssenKrupp	\$ 2,082.00
37.	Tyler Hall	1	Hydraulic	Dover	\$ 2,082.00
38.	Trinkle Hall	1	Hydraulic	Dominion	\$ 2,082.00
39.	Waldron Hall	1	Hydraulic	Dover	\$ 2,082.00
40.	Walker Hall	1	Hydraulic	Dover	\$ 2,082.00
41.	Washington Hall	1	Hydraulic	ThyssenKrupp	\$ 2,082.00
42.	Whitt Hall	1	Hydraulic	Dover	\$ 2,082.00
43.	Young Hall	1	Hydraulic	Westinghouse	\$ 2,082.00
44.	Covington Hall	1	Hydraulic (Wheelchair Lift)	Concord	\$ 1,800.00
45.	1000 East Main Street	1	Hydraulic	Dover	\$ 2,082.00
	<b>GRAND TOTAL SUM – ANNUAL PRICE</b>			<b>\$ 130,644.00</b>	

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

Description	Regular Time Price per Hour	Overtime Price per Hour
1. Mechanic	\$ 275.00	\$ 355.00
2. Assistant Mechanic	\$ 128.00	\$ 174.83

C. Repair Parts Not Covered Under Preventive Maintenance Requirements:

Percentage Discount:	10%
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In summary our approach is as follows:

Maintenance Services:

RISE Elevator will deliver comprehensive preventive maintenance services for the 52 elevators and 2 lifts at the buildings and locations at Radford University listed Attachment E as part of RFP # R24-009

Quarterly Preventive Maintenance (PM):

Our preventive maintenance program includes the following tasks:

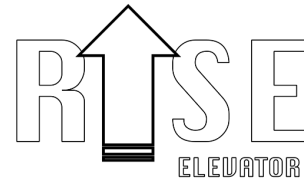
- Conducting operational inspections to identify and correct potential issues.
- Lubricating and adjusting components as necessary.
- Replacing worn or damaged parts to prevent breakdowns.
- Providing detailed maintenance logs and reports for each service visit.
- Adhering to the ASME A17.1-2010 Maintenance Control Program standards.
- In the 1<sup>st</sup> month after contract commencement we will be on-site 2 days every week to perform initial PM tasks. Following the 1<sup>st</sup> month, we will perform PM tasks 2 days per month on approximately 1/3 of the elevators/lifts
- We would like to schedule the 1st maintenance visit every Tuesday & Wednesday of the 1<sup>st</sup> month of contract commencement to perform PM on each elevator. Following maintenance visits will be the 2nd Tuesday & Wednesday of each month in which approximately 18 units will receive PM, upon University approval.

Repair Services:

- Providing timely repair services for all covered parts, components, and systems to ensure minimal downtime.
- Utilizing OEM parts or approved equivalents for all repairs to maintain system integrity.
- Offering both emergency and routine repair services, with prioritized response times.

Testing:

- Provide the necessary labor to assist the third-party elevator inspection contractor during semi-annual and annual elevator tests as required by the Virginia Uniform Statewide Building Code, ASME A17.1 – 2002.
- Perform five-year load testing on all traction and hybrid elevators as well as any and all inspection services required pursuant to ASME A17.2 and 13VAC5-65-330
- Correct any and all elevator related deficiencies noted during semi-annual and annual inspections within 30 days of receipt of the violation report by the inspectors.



### Service Call Procedures:

- *Emergency Service Calls:*

A mechanic will be on site within 2 hours for emergency service calls to address failures that pose immediate danger or operational disruptions.

- *Routine Service Calls:*

Routine service calls will be answered and a mechanic on-site within 2 hours of the initiated call.

- *Notification and Response:*

Authorized representatives will notify RISE Elevator of service needs, and our team will respond promptly to ensure efficient resolution. Any elevator removed from service will be reported to the University within 1 hour and proper lock out/tag out procedures utilized

### Compliance with Standards

- Regulatory Compliance:

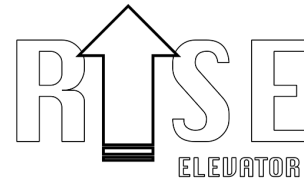
- All maintenance and repair activities will comply with OSHA standards, NFPA standards, and ANSI A17.1.

### Reporting

- Detailed written inspection reports will be provided for all tests and maintenance activities, ensuring transparency and accountability.
- RISE Elevator

### Obsolescence

- A part/component is considered obsolete if we do not have it in our inventory OR it is not currently in production and cannot be sourced from the manufacturer or other well-known established elevator parts supplier.
- RISE Elevator has an inventory of approximately \$1M in spare parts and equipment. Some of that inventory consists of parts and components from various models and manufacturers that are considered obsolete or not currently in production, reclaimed from elevator systems that were upgraded as part of an associated repair or modernization.

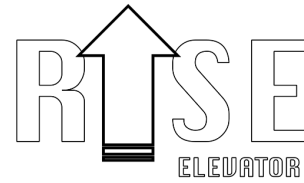


- Every effort will be made to repair any parts that are not able to be sourced due to obsolescence. In the event that the component is not able to be repaired and there is no suitable replacement, a proposal will be generated to upgrade the component (or system) with current products that are readily available and currently in production.

#### Kickoff Meeting

- In order to ensure a smooth transition RISE Elevator will conduct a kickoff meeting for introductions of key personnel, to familiarize ourselves with the locations and equipment we will be servicing, as well as to gain insight on areas of concern.
- After the initial kickoff meeting, we propose an open line of communication as well as holding quarterly check-in/progress meetings to ensure expectations are being met or exceeded and any areas of concern.
- To assist in the transition, RISE Elevator additionally requests from the University the following:
  - a complete set of elevator drawings/schematics for each elevator/lift
  - a complete set of elevator keys for each elevator
  - Contact information for the best point of contact at each building/location
  - Procedures for gaining access to each building during regular hours and overtime hours
  - Machine Room keys and/or other procedures for gaining access to each elevator equipment room/machine room
  - Procedures for notifying POC that we are on-site for PM and/or call backs





### **Key Personnel Qualifications**

Our team consists of certified and highly trained elevator and lift technicians, knowledgeable in the latest maintenance and repair techniques. We have licensed key personnel with more than 150 years of combined experience along with vetted, bonded and OSHA trained technicians. This enables us to deliver unparalleled service to our clients. Our mechanics are licensed in the State of Virginia. Our lead personnel's license number is 2718058480.

Ongoing professional development programs ensure our technicians stay current with evolving industry standards and safety practices.

Our technicians have extensive experience working with a variety of elevator systems, including piston/hydraulic and MRL traction/cable elevators, as well as wheelchair and stair lifts.

At the core of our phase-in strategy are the personnel involved, each assigned specific roles and responsibilities to ensure smooth execution. RISE Elevator will deploy the following onsite:

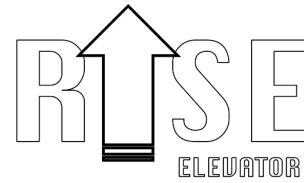
- Licensed and Trained Elevator Mechanic
- Account Manager/Project Manager

The key personnel and their qualifications are the following:

#### ***1. James Lewis- Owner & President***

James Lewis brings extensive experience from his time in the field in all aspects of elevator projects from New Construction to Modernization as well as maintenance. James excelled in the areas of maintenance and repair quickly gaining the status of Regional Adjuster with two major OEMs. With a keen eye for detail and strong leadership skills, James oversees all aspects of the company, ensuring that customer satisfaction and the organization meets the highest quality standards. His strategic planning and effective communication ensure seamless coordination among team members and stakeholders, resulting in the timely completion of milestones.

Below is Exhibit 1, Mr. Lewis's resume:



J.Lewis@riseelevator.com  
804.624.7327

**James B. Lewis**

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## Education

**Danville Community College**

**2009-2013**

*Applied Associates of Technical Studies (AAS)—Mechanical & Electrical*

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## Employment History

**Owner/Operations Manager**

**June 2022-Present**

*RISE Elevator Services*

Successfully founded and have grown RISE Elevator from a startup to a leading provider of vertical transportation installation, modernization, and maintenance repair services in and around southern Virginia. Responsible for the day-to-day operations of RISE Elevator as well as the overall vision and direction of the company. Direct, supervise, and lead the performance of field operations for maintenance, repairs, modernizations, and new installations including field education training, quality assurance, safety, and scheduling. Oversee sales and growth initiatives for RISE Elevator's commercial and residential markets setting targets and sales quotas for all three lines of business – new installation, modernization, and service/repair. Oversee budgeting, financial planning, and investment strategies maintaining a strong financial position and achieving consistent profitability. Have built and maintained strong customer relationships with an unprecedented retention rate through exceptional service delivery and customized solutions. Developed RISE Elevators safety standards adhering to all Industry standards and regulatory requirements implementing rigorous safety protocols and quality control measures.

**Foreman**

**August 2019-June 2022**

*Schindler Elevator Corporation*

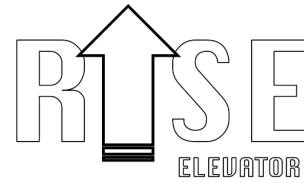
Acted as the primary point of contact at each jobsite addressing concerns and providing project status updates. Led installation teams on multiple job sites providing guidance and training during installations. Enforced strict safety protocols to significantly reduce workplace accidents and ensuring safe working conditions. Assisted with technical issues by utilizing innovative troubleshooting techniques and advanced knowledge. Conducted thorough inspections to ensure optimal performance and compliance with industry standards. Specialized in the following Schindler equipment/business lines:

- 5500 machine room-less traction elevators (13) 4-21 Stops
  - Chosen as 1 of 4 product specialists for the Schindler 5500s in the country covering the Eastern Region
- 3350 (4) 2-4 Stops
- 3300 (26) 2-10 Stops
- F3 ES 1.5 Phase 2 – Prototype traction elevator
  - Selected from the East Region as a field liaison to assist in the development and testing of Schindler's prototype elevators at the research & development/testing center

**Foreman**

**December 2014- August 2019**

*Kone Corporation*



Led installation teams on multiple job sites providing guidance and training during installations. Enforced strict safety protocols to significantly reduce workplace accidents and ensuring safe working conditions. Acted as the primary point of contact at each jobsite addressing concerns and providing project status updates. Assisted with technical issues by utilizing innovative troubleshooting techniques and advanced knowledge. Conducted thorough inspections to ensure optimal performance and compliance with industry standards. Specialized in the following Kone equipment/business lines:

- MX32 Series overhead traction elevators (6) 9-24 Stops
- MX40 Series overhead traction (2) 9-24 Stops
- Rear Mono Series machine room-less traction elevators (9) 7-13 Stops
- Repair & Modernization
- MEI Installation

#### **Apprentice**

**April 2013- December 2014**

*thyssenkrupp Elevator Corporation*

Assisted in the installation, maintenance, and repair of various types of vertical transportation equipment – elevators (freight & passenger, traction & hydraulic), escalators, moving walks, and dumbwaiters – under the direction of a licensed and trained elevator mechanic. Specialized in the following thyssenkrupp equipment/business lines:

- 85 Series overhead traction elevators (6)
- 300 Series overhead traction elevator (4)
- Modernization

#### **Electrician**

**December 2011-April 2014**

*Eaton Corporation*

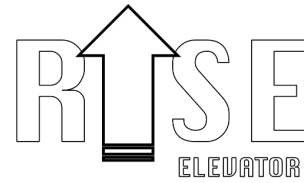
Worked closely with test teams and facilities teams to support testing initiatives. Installed, troubleshot, and repaired electrical systems and components using various tools and testing equipment. Managed spare parts inventory and parts requisitions. Scheduled maintenance tasks and led electrical safety program. Specialized in the following components:

- Allen Bradley PLC 3
- Siemens PLC
- Electrical/Mechanical diagnostics and repair

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#### **Training & Certifications**

- Allen Bradley PLC 3
- Siemens PLC 57-200
- OSHA 30
- Forklift Certification



## **2. Mark Anderson – Sales Manager / Project Manager**

Mark Anderson brings extensive experience in elevator project management and a proven track record of successful project delivery. With a keen eye for detail and strong leadership skills, Mark oversees all aspects of the project, ensuring that it stays on schedule, within budget, and meets the highest quality standards. Mark is dedicated to upholding the highest standards of quality and safety, and meticulously oversees every aspect of the project to ensure compliance with regulations and specifications. His proactive approach and attention to detail guarantee that the final deliverables meet or exceed expectations.

Below is Exhibit 2, Mr. Anderson's resume:

### **Mark A. Anderson**

(260) 615-7325

m.anderson@riseelevator.com

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A results driven and highly accomplished sales professional with more than 18 years of B2B sales, national accounts, operations leadership, and entrepreneurial experience. Expertise with selling technical products, account management, top line growth, relationship building, and B2B account development. Proven ability to quickly develop technical acumen, cultivate customer relationships, and influence decision makers. Established record of consistently meeting and exceeding sales goals.

#### **PROFESSIONAL EXPERIENCE**

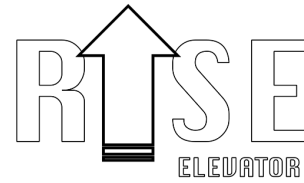
##### **RISE Elevator Service**

RISE Elevator Service is the premier independent vertical transportation service provider based in Richmond, VA providing vertical transportation solutions and comprehensive solutions to commercial, governmental, residential, and industrial markets in and around the Mid-Atlantic and Southeast USA.

##### **Sales Manager**

February 2024 - Present

Responsible for leading all commercial sales initiatives for new installations, modernizations, repairs and maintenance of all types of vertical transportation equipment – passenger/freight traction elevators, passenger/freight hydraulic elevators, escalators, and lifts. Played a critical role in achieving company goals and maintaining customer satisfaction through strategic sales planning, relationship building, and team leadership. Created and implemented strategic sales plans to meet company objectives, focusing on business growth across all product lines. Identified new business opportunities and generated leads through a variety of channels, including networking, industry events, and digital marketing. Built and maintained strong relationships with key clients, ensuring exceptional customer service and high retention rates. Conducted thorough market research to identify industry trends, competitor activities, and opportunities for growth, using these insights to guide sales strategies. Collaborated with cross-functional teams, including engineering, operations, and marketing, to develop and execute effective sales strategies. Prepared accurate sales forecasts, budgets, and reports for management review, and regularly analyzed sales performance to guide decision-making. Negotiated contracts and pricing terms with clients, maximizing profitability while maintaining strong client relationships. Supported a culture of safety within the organization, actively participating in safety meetings and promoting safety awareness among employees. Led business growth initiatives, fostering relationships with key customers, consultants, and architects. Created synergies across all lines of business, collaborating with the Operations



team for strategic leads and labor estimating. Supported a culture customer satisfaction - working with other departments to ensure proactive customer assistance and promote customer retention. Developed a consistent and superior brand identity for sales presentations, bids, and proposals.

#### **LubeCon USA**

LubeCon USA is a privately held company which was divested from bp Lubricants USA (dba Castrol) in a management buyout. LubeCon USA is the premier lubrication provider specializing in providing best in class lubricants and lubrication equipment for chains and wire ropes for conveyance equipment in production plants, assembly lines, and other manufacturing applications.

#### Sr National Account Manager

June 2018 - October 2023

Responsible for the development of profitable, long term strategic relationships with designated global and national accounts, the development and execution of national account strategies and objectives in line with LubeCon USA business strategies and objectives, and deployment of those strategies with the extended sales organization. Established a robust performance management process with each account, including development of in-year and long-term plans, identifying and realizing key milestones. Established mutually agreed performance objectives with each account that reflect joint priorities and engage the broader sales organization. Utilized value selling skills to enhance customer offers and perception of value. Developed and managed relationships at multiple levels of customer organization, conducted customer reviews, engaged in accurate sales forecasting, and conducted safety observations with colleagues to ensure safe working practices.

#### *Accomplishments:*

- **Grew the Vertical Transportation segment (new market) to \$1.2M in revenue**
- Played an instrumental role in the development of products for the Vertical Transportation market
- Managed over 20 large accounts serving as the primary point of contact and developing recurring sales strategies, profitable pricing strategies, and securing long term relationships with each account from the executive level down to on-site managers and personnel.
- Led and directed a team of 15 Account Managers in their sales and equipment installation efforts in the Vertical Transportation market
- Managed all trade show activity including pre-show logistics, on-site communications, and post show lead follow ups with each Account Manager to ensure all leads were fully vetted and acted upon.

#### **thyssenkrupp Elevator Corporation**

At the time, thyssenkrupp Elevator Corporation was part of a \$49+ billion-dollar Conglomerate thyssenkrupp AG. thyssenkrupp Elevator Corporation is the largest producer of elevators in the Americas, with more than 13,500 employees, more than 200 branch and service locations in America.

#### Service and Repair Sales Account Manager (Outside Sales Rep) – Charlotte, NC

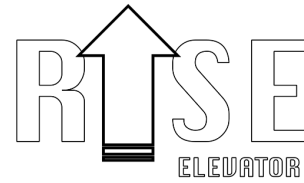
November 2013 – August 2016

Responsible for the day-to-day account management of over 250 customers serving as the primary point of contact, providing customers with technical support, capital planning incremental upgrades, sales, and sales consulting. Also responsible for securing new customers through cold calling, relationship building, and networking efforts. Additionally, supported the maintenance operation by maximizing margins and managing customer relationships in order to minimize costs and grow the sales territory.

#### *Accomplishments:*

- Responsible for over \$1.6M in total billing.
- Closed over \$337,000 per annum in **new business/new growth**.
- Sold and managed over \$3.1M in equipment upgrades to both existing accounts and new customers.
- **2016 – Sales Rep of the Month 9 times.**
- **2015 – Sales Rep of the Month 7 times.**
- 2014 – completed thyssenkrupp's Service Sales Development III program.

#### **Otis Elevator Company**



At the time, Otis Elevator was a part of the \$50+ billion-dollar Conglomerate United Technologies. Otis is the worldwide leader in elevator products with 2010 revenues of more than \$13 billion dollars. Otis can be found in more than 200 countries worldwide and has more than 61,000 employees.

Service Manager – Washington DC Metro Area

April 2011 – November 2013

Responsible for directing, supervising, and leading the performance of field operations for maintenance and repair including field education training, quality assurance, route control and scheduling, improving efficiencies, safety, callback reduction, technical support all while reducing material and labor expenditures.

*Accomplishments:*

- **Promotion** from Senior Account Manager
- **1<sup>st</sup> Account Manager in the Region to be promoted from Sales to Operations.** Subsequently a program was developed to identify other candidates throughout the Region to successfully transition.
- Lead Service Manager for \$18M operation.
- Responsible for safety training and tracking of 42 service and maintenance technicians.
- 0 lost time and 0 recordable accidents.
- **Recognized 20% year over year growth**, an \$812,500 equivalent, through sales and customer relationships in individual territory.
- Effectively realigned routes and monitored material spending to **reduce costs by 13%** or \$156,000 in individual territory.
- Successfully completed Otis' Service Manager Development Program.

Senior Account Manager (Outside Sales Rep) – Washington DC Metro Area

January 2007 – April 2011

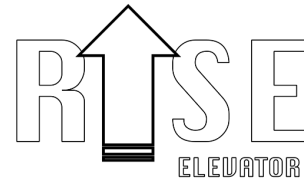
Tasked with the day-to-day support of 300 customers serving as the primary point of contact, providing customers with technical support, capital planning incremental upgrades, sales and sales consulting, collections, and customer relationships. Also responsible for securing new customers through cold calling, relationship building, and networking efforts. Supported the maintenance operation by maximizing margins and managing customer relationships in order to minimize costs. Was instrumental in developing the key account concept within the office because of the relationship development that went into core customers.

*Accomplishments:*

- Responsible for and managed over \$6M in total existing billing.
- **Increased sales territory from 650 units to over 950 units.**
- Sold and managed over \$3.5M in equipment upgrades to both existing accounts and new customers.
- Active collection efforts resulted in consistent 7% of total billing at or below 90 days outstanding on a plan of 10%.
- 2011 - **#1 Sales Rep** out of 22 in the District.
- 2011 – **Promotion** to Service Manager (Operations role).
- 2011 – **125% of sales plan** (over \$520,000 in sales growth/new business) for Q1 prior to promotion to Service Manager role.
- 2011 – Played an instrumental role in the Branch achieving **ACE Gold** competency level (UTC's quality operating system).
- 2010 – **104% of sales plan** (over \$1.59M in sales growth/new business).
- 2010 – Completed the Modernization Development Program – Otis' advanced sales training program for Reps with a higher technical understanding.
- 2009 – **Promoted** to Senior Account Manager (Previously Account Manager beginning in 2007) a title that takes approximately 4 years to obtain (2 years ahead of schedule).
- 2009 – Benchmarking & aggressive collection efforts resulted in 5% of total billing at 90 days or less.
- 2007 – **115% of sales plan** (over \$750,000 in sales growth).
- 2007 – Completed Otis Development Program – Otis' sales training program.

Otis Quality Supervisor (Sales Training Program) – Washington DC Metro Area

June 2006 – January 2007



Supervised field personnel for safety and performance metrics as well as generated leads to sales staff for upgrade opportunities of existing equipment. Audits included ensuring maintenance tasks were being performed according to Otis Maintenance Methods and Standards as well as auditing the condition of equipment to help ensure safety and profitability of every job.

*Accomplishments:*

- **Performed 120%** (484 on a plan of 400) of required audits completely and on time.
- **Generated more than \$500,000 in repair sales opportunities.**

**VOLUNTEER EXPERIENCE**

**Holy Trinity Catholic Middle School** – Charlotte, NC

July 2017 – Present

Assistant Football Coach; Offensive Line Coach/Co-Offensive Coordinator

**Elevation Church** – Charlotte, NC

September 2016 – Present

Campus Safety Team; Team Lead – Blakeney Campus

**EDUCATION**

**University of Massachusetts** – Amherst, MA

February 2011

Master of Business Administration

**Indiana University** – Bloomington, IN

May 2006

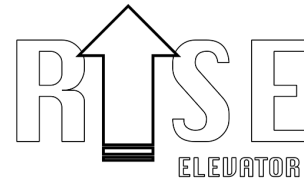
Bachelor of Science

**Exhibit 2 – Mark Anderson Resume**

***3. Michael Amarell – Lead Mechanic/Adjuster***

Michael Amarell is an experienced elevator technician with a proven track record in overseeing complex projects, including the Elevator Installation, Upgrades and Modernization Projects. With a keen eye for detail and a commitment to safety, Michael ensures that all aspects of the project are executed efficiently while maintaining the highest standards of safety protocols. His hands-on approach and dedication to excellence make him an invaluable asset to our maintenance team.

Below is Exhibit 3, Mr. Amarell's resume:



# MICHAEL AMAREL

ELEVATOR MECHANIC/ADJUSTER

## EMPLOYMENT HISTORY

FEB 2023 – PRESENT

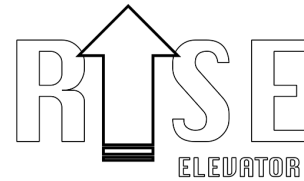
### **Elevator Service & Repair Adjuster, RISE Elevator Service, VA/NC**

As an Elevator Service/Repair Adjuster, I consistently demonstrated a commitment to safety, attention to detail, and technical expertise in diagnosing and resolving complex elevator and escalator issues. My ability to work independently or as part of a team ensures the reliable operation of elevator systems while maintaining a strong focus on customer satisfaction and safety.

*Responsibilities included:*

- **Inspection and Diagnosis:** Conduct comprehensive inspections of elevator systems to diagnose issues related to electric control systems, door mechanisms, hydraulics, and other critical components. Perform thorough testing and analysis to ensure systems meet safety standards and operate smoothly.
- **Repair and Replacement:** Repair or replace worn or defective parts to restore proper functionality, ensuring minimal downtime for elevator systems. Skilled in troubleshooting and resolving issues in mechanical components such as cables and structural elements like counterweight stability.
- **Installation of New Systems:** Install new elevator systems, following manufacturer specifications and complying with safety regulations. Collaborate with engineers and other mechanics to ensure installations are completed accurately and efficiently.
- **Emergency Response:** Respond to emergency repair calls outside of regular business hours. Provide rapid and effective solutions to urgent issues, minimizing disruptions and ensuring passenger safety.





- **Troubleshooting and Programming:** Troubleshoot complex issues involving mechanical, electrical, and structural components of elevators and escalators. Program electronic controls to ensure optimal performance, complying with industry standards and building codes.
- **Safety and Compliance:** Ensure all maintenance activities are performed in accordance with safety guidelines and industry best practices. Keep up to date with local laws and regulations to ensure compliance during all repair and installation tasks.
- **Preventive Maintenance:** Perform periodic maintenance checks, including lubrication of moving parts, cleaning machinery components, and testing relays, breakers, and switches. Conduct regular inspections to prevent major repair jobs and maintain system reliability.
- **Record-Keeping and Documentation:** Maintain detailed and accurate records of all repairs and maintenance activities. Create general safety logs for each job site to enable quick identification of future issues. Ensure compliance with company policies and procedures for documentation and record-keeping.

APR 2022 – FEB 2023

#### **Elevator Service & Repair Mechanic, TK Elevator, VA/NC**

Demonstrated a comprehensive understanding of elevator mechanics and related systems, alongside strong problem-solving abilities and customer service skills. Excelled at identifying and resolving complex technical issues while maintaining a customer-centric approach. My expertise in reading technical blueprints, performing safety tests, and managing complex repairs has contributed to successful project outcomes and high client satisfaction.

*Responsibilities included:*

- **Client-Facing Services:** Address client concerns regarding elevators, moving walkways, and escalators, providing prompt and effective solutions. Communicate clearly with clients, explaining technical issues in accessible terms and demonstrating a high level of professionalism and customer service.
- **Problem Diagnosis & Solution:** Diagnose problems with elevator systems and related equipment. Apply advanced mechanical and electrical knowledge to determine root causes and implement effective solutions. Use a variety of tools and techniques to carry out repairs, ensuring minimal downtime.
- **Technical Blueprint Reading:** Read and interpret technical blueprints and schematics to understand the structure and layout of elevator systems. Use this information to guide repairs, maintenance, and installation tasks.
- **Safety Tests & Routine Maintenance:** Conduct safety tests and routine maintenance to ensure compliance with industry standards and local regulations. Perform tasks such as lubrication, calibration, and system checks to maintain optimal performance and safety.
- **Minimal Supervision:** Work effectively with minimal supervision, managing your time and tasks to meet client expectations. Demonstrate reliability and the ability to operate independently while adhering to company policies and safety regulations.

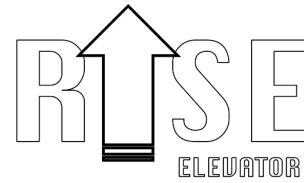
AUG 2022 – APR 2022

#### **Elevator Installer (New Installation), Schindler Elevator Corporation, VA/NC**

Proven ability to install, maintain, and repair vertical transportation systems with a high degree of technical skill and attention to detail. My work ensures that elevators and related systems function safely and efficiently, contributing to the operational success of low-mid- and high-rise buildings and other structures. I excel at reading blueprints, performing safety tests, and ensuring compliance with industry standards, all while maintaining clear communication with clients and building management.

*Responsibilities included:*

- **Installation of Elevator Systems:** Install new elevator systems in low-mid- and high-rise buildings, including elevator cars, electrical wiring, control systems, doors, cables, and lighting components. Ensure all installations meet design specifications and safety standards.



Brave One Contract Agency, LLC  
Elevator Upgrades at Richmond VAMC, Virginia  
Solicitation Number: 36C24624R0048

Solicitation Due Date: 05/13/2024 02:00 PM EDT

- **Blueprint and Schematic Interpretation:** Read and interpret complex blueprints and electrical schematics to accurately install elevator components and ensure the safe operation of new systems.
- **Post-Installation Testing:** Conduct thorough testing of newly installed elevator systems to verify functionality and compliance with safety regulations.
- **Troubleshooting and Repair:** Diagnose and repair malfunctioning elevators, escalators, and moving walkways. Quickly identify the root cause of issues and implement effective solutions to minimize downtime.
- **Safety Compliance and Regulations:** Ensure all installation and maintenance activities comply with relevant safety codes and building regulations. Stay up-to-date with industry standards to maintain a high level of safety in all operations.
- **Record-Keeping and Documentation:** Maintain detailed service records, including installation reports, maintenance logs, and test results. Document all repairs and safety checks to provide a comprehensive history of each elevator system.
- **Customer Interaction and Professionalism:** Communicate effectively with clients, building management, and other stakeholders. Provide clear explanations of work performed and offer recommendations for future maintenance. Demonstrate professionalism and a strong focus on customer satisfaction.

JUL 2017 – AUG 2022

#### **Elevator Service & Repair Mechanic, TK Elevator, VA/NC**

Demonstrated a comprehensive understanding of elevator mechanics and related systems, alongside strong problem-solving abilities and customer service skills. Excelled at identifying and resolving complex technical issues while maintaining a customer-centric approach. My expertise in reading technical blueprints, performing safety tests, and managing complex repairs has contributed to successful project outcomes and high client satisfaction.

*Responsibilities included:*

- **Client-Facing Services:** Address client concerns regarding elevators, moving walkways, and escalators, providing prompt and effective solutions. Communicate clearly with clients, explaining technical issues in accessible terms and demonstrating a high level of professionalism and customer service.
- **Problem Diagnosis & Solution:** Diagnose problems with elevator systems and related equipment. Apply advanced mechanical and electrical knowledge to determine root causes and implement effective solutions. Use a variety of tools and techniques to carry out repairs, ensuring minimal downtime.
- **Technical Blueprint Reading:** Read and interpret technical blueprints and schematics to understand the structure and layout of elevator systems. Use this information to guide repairs, maintenance, and installation tasks.
- **Safety Tests & Routine Maintenance:** Conduct safety tests and routine maintenance to ensure compliance with industry standards and local regulations. Perform tasks such as lubrication, calibration, and system checks to maintain optimal performance and safety.
- **Minimal Supervision:** Work effectively with minimal supervision, managing your time and tasks to meet client expectations. Demonstrate reliability and the ability to operate independently while adhering to company policies and safety regulations.

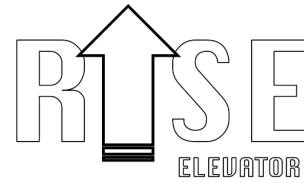
JUN 2016 – JUL 2017

#### **Elevator Service Mechanic, Southern Elevator, VA/NC**

Demonstrated a strong technical background and mechanical skills to maintain and repair elevator systems. My ability to interact effectively with clients and maintain a clean and safe work environment contributes to high customer satisfaction and operational reliability.

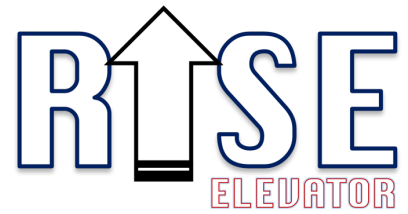
*Responsibilities included:*

- **Mechanical Troubleshooting and Repair:** Examine and resolve mechanical failures, rectifying any issues with switches, control panels, wires, motors, or other critical components. Quickly address malfunctions to ensure the safe and efficient operation of elevators.



- **Electrical System Diagnosis:** Test and respond to electrical system malfunctions, using diagnostic tools to identify root causes and determine corrective actions. Ensure all electrical systems meet safety guidelines and operational requirements.
- **Routine Maintenance and Preventive Checks:** Perform timely maintenance checks, including greasing machine parts, lubricating bearings, and maintaining proper alignment of mechanical components. Conduct general maintenance to prevent unexpected breakdowns.
- **Assistance and Safety Procedures:** Assist people who are stuck in elevators or facing other operational issues, ensuring their safety and comfort. Follow safety protocols and evacuation procedures to minimize risk during emergencies.
- **Blueprint Interpretation and Compliance:** Interpret blueprints and technical schematics to ensure proper installation and compliance with building codes. Adhere to maintenance and service procedures to maintain high standards of safety.
- **Client Interaction and Negotiation:** Communicate with clients to understand their needs and resolve their elevator-related concerns. Negotiate with customers to establish service agreements and maintenance schedules.
- **Work Environment Cleanliness:** Ensure the cleanliness of the working area, maintaining an organized and hazard-free environment during installation, repair, and maintenance tasks.

### Exhibit 3 – Michael Amarell Resume



## Company Profile

At Rise Elevator Services, we pride ourselves on delivering customized solutions. With a proven track record of customer satisfaction, we are committed to providing unmatched quality and reliability. Our team comprises seasoned IUEC (Union) Mechanics and administrative professionals dedicated to enhancing the vertical mobility experience for our clients.

As your potential partner, we understand the significance of elevators in the seamless operation of your business. Whether you require repair, maintenance, or modernization services, we offer a comprehensive suite of solutions tailored to meet your specific requirements.

## Company History

Our founder and CEO, James Lewis, has been in the elevator industry for over a decade. During his tenure he performed service in all aspects of the trade before deciding to start Rise Elevator Services in 2022. He recognized that the competition was not prioritizing the individual needs of their clients. Our business model is structured around prompt service and customer satisfaction.

## Service Offerings

### →Maintenance

Proactive care for longevity and optimal performance

### →Modernization

Updating outdated and obsolete components

### →Repair

Diagnose and remedy faulty or damaged equipment

### →Installation

Custom engineering for any project

### →Consultation

## Corporate Data

### Certifications

VA Board of Contractors: 2718058480 exp. 9.30.24

VA ELE: 2705185720 exp. 1.31.25

OSHA-30 (Construction)

### State Credentials

VA SCC ID: 11412585 (est. 2022) Rise Elevator Services LLC

VEC acct: 0012681490

NC SOS ID: 2683886

NC ID: 201728542

SAM UEID: U249SWMBU9X7

CAGE CODE: 9RBG9

NAICS: 238290

DUNS#: 105449117

## Keys to Our Success

→Client-centric business model

→Non-proprietary equipment

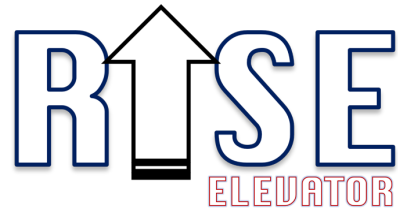
→150+ years combined industry & IUEC trade experience

## Rise Elevator Services, LLC

7325 Creighton Rd.  
Mechanicsville, VA 23111

804.624.7327

[Sales@RiseElevator.com](mailto:Sales@RiseElevator.com)



**Rise Elevator Services, LLC**

7325 Creighton Rd.  
Mechanicsville, VA 23111  
804.624.7327  
Sales@RiseElevator.com

Rise Elevator Services is competent in the following fields: residential, commercial, and industrial Elevator Services. Areas of expertise include diagnostics and repairs, maintenance, upgrades and modernizations, parts replacement and installation. We are committed to delivering safe and efficient vertical transportation solutions to our clients. Each and every one of our technicians is a trained member of the International Union of Elevator Constructors (IEUC) with an OSHA-30 certified technician on every crew.

# COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation  
9960 Mayland Drive, Suite 400, Richmond, VA 23233  
Telephone: (804) 367-8500

EXPIRES ON  
02-28-2026

NUMBER  
2705185720

BOARD FOR CONTRACTORS  
CLASS A CONTRACTOR  
\*CLASSIFICATIONS\* EEC



RISE ELEVATOR SERVICES LLC  
13 N CEDAR AVE  
HENRICO, VA 23075

DPOR

*John S. Selt*

Status can be verified at <http://www.dpor.virginia.gov>

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)

DPOR COMMONWEALTH of VIRGINIA  
Department of Professional and Occupational Regulation

CLASS A BOARD FOR CONTRACTORS  
CONTRACTOR

\*CLASSIFICATIONS\* EEC

NUMBER: 2705185720 EXPIRES: 02-28-2026

RISE ELEVATOR SERVICES LLC  
13 N CEDAR AVE  
HENRICO, VA 23075



Status can be verified at <http://www.dpor.virginia.gov>

# Hydraulic Elevator

# Inspection Checklist

Owner: \_\_\_\_\_

Owners Address: \_\_\_\_\_

Elevator Number: \_\_\_\_\_

Building: \_\_\_\_\_

Building Address: \_\_\_\_\_

Check one

Passenger car ☐

Freight car ☐

Rated Load: \_\_\_\_\_

Speed: \_\_\_\_\_

OK NG NA

<u>Inside of Car</u>			
Door reopening device			
Stop switch			
Operating control device			
Car floor and landing sill			
Car lighting			
Car emergency signal			
Car door or gate			
Door closing force			
Power closing of doors and gates			
Power opening of doors and gates			
Car vision panels and glass car doors			
Car enclosure			
Emergency exit			
Ventilation			
Operating device symbols			
Rated load, platform area, data plate			
Standby power operation			
Restricted opening of doors			
Car ride			

## Machine Room

Access to Machine			
Headroom			
Lighting and receptacles			
Enclosure of machinery space			
Housekeeping			
Ventilation			
Fire extinguisher			
Pipes, wiring, and ducts			
Guarding of exposed equipment			
Numbering of elevator equipment			
Disconnecting means and control			
Controller wiring, fuses, grounding			
Hydraulic power unit			
Relief valves			
Control valve			

OK NG NA

## (Machine Room Continued)

Tanks			
Flexible hydraulic hose assemblies			
Supply line and shut-off valve			
Hydraulic cylinder			
Governor, over speed switch, & scale			
Code Data plate			

## Top of Car

Stop switch			
car top light and outlet			
Top of car operating device			
Top of car clearance & refuge space			
Normal terminal stopping device			
Emergency terminal speed limiting			
Anti-creep leveling device			
Crosshead data plate			
Top emergency exit			
floor number identification			
Hoist way construction			
Hoist way smoke control			
pipes, wiring, & ducts			
Windows, projections, recesses, setbacks			
Hoist way clearances			
Multiple hoist way			
Traveling cables, junction boxes			
Door and gate equipment			
Car frame and stiles			
Guide rail fastening and equipment			
Governors, safeties, rope, counter			
Governor rope			
Wire rope fastening and hitch plate			
Suspension rope			
Slack rope devices			
Traveling sheave			
Counterweight			

OK=working correctly; NG=issue noted, see comments on second page (place number in box to match comment); NA=not applicable

All inspections shall conform to ASME A17.2 Code for inspection practices of hydraulic elevators



# CHECKLIST FOR INSPECTION OF ELECTRIC ELEVATORS

## GENERAL NOTES:

- (a) See ASME A17.2-2001 for detailed inspection information on each item number.  
 (b) OK = meets requirements; NG = insert number to identify comment on back of this Checklist; NA = not applicable.

Address: \_\_\_\_\_

ID No: \_\_\_\_\_

☐ Passenger Rated load: \_\_\_\_\_

☐ Freight class \_\_\_\_\_ Speed: \_\_\_\_\_

- ☐ Routine inspection and test  
☐ Periodic inspection and test  
☐ Acceptance inspection and test

Code Edition: \_\_\_\_\_

Inspected by: \_\_\_\_\_

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

QEI No: \_\_\_\_\_ Certifying organization: \_\_\_\_\_

	OK	NG	NA
<b>1 ELEVATOR — INSIDE OF CAR</b>			
1.1 Door reopening device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Stop switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Operating control devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Sills and car floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Car lighting and receptacles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6 Car emergency signal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7 Car door or gate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8 Door closing force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9 Power closing of doors or gates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10 Power opening of doors or gates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11 Car vision panels and glass car doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12 Car enclosure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13 Emergency exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14 Ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.15 Signs and operating device symbols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.16 Rated load, platform area, and data plate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.17 Standby power operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.18 Restricted opening of car or hoistway doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.19 Car ride	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2 ELEVATOR — MACHINE ROOM</b>			
2.1 Access to machine space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Headroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Lighting and receptacles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Machine space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Housekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7 Fire extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8 Pipes, wiring, and ducts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9 Guarding of exposed auxiliary equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.10 Numbering of elevators, machines, and disconnect switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.11 Disconnecting means and control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.12 Controller wiring, fuses, grounding, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.13 Governor, overspeed switch, and seal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.14 Code data plate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.15 Static control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.16 Overhead beam and fastenings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.17 Drive machine brake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.18 Traction drive machines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	OK	NG	NA
2.19 Gears, bearings, and flexible couplings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.20 Winding drum machine and slack cable device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.21 Belt- or chain-drive machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.22 Motor generator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.23 Absorption of regenerated power	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.24 AC drives from a DC source	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.25 Traction sheaves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.26 Secondary and deflector sheaves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.27 Rope fastenings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.28 Terminal stopping devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.29 Car and counterweight safeties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3 ELEVATOR — TOP OF CAR</b>			
3.1 Top-of-car stop switch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Car top light and outlet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Top-of-car operating device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Top-of-car clearance and refuge space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Normal terminal stopping devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6 Final and emergency terminal stopping devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.7 Car leveling and anticreep devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.8 Top emergency exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.9 Floor and emergency identification numbering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.10 Hoistway construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.11 Hoistway smoke control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.12 Pipes, wiring, and ducts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.13 Windows, projections, recesses, and setbacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.14 Hoistway clearances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.15 Multiple hoistways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.16 Traveling cables and junction boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.17 Door and gate equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.18 Car frame and stiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.19 Guide rails fastening and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.20 Governor rope	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.21 Governor releasing carrier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.22 Wire rope fastening and hitch plate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.23 Suspension rope	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.24 Top counterweight clearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.25 Car, overhead, and deflector sheaves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## CHECKLIST FOR INSPECTION OF ELECTRIC ELEVATORS (Back)

		OK	NG	NA			OK	NG	NA
3.26	Broken rope, chain, or tape switch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.2	Bottom clearance, runby, and minimum refuge space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.27	Crosshead data plate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.3	Final and emergency terminal stopping devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.28	Counterweight and counterweight buffer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.4	Normal terminal stopping devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.29	Counterweight safeties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.5	Traveling cables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.34	Compensating ropes and chains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.6	Governor-rope tension devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	<b>ELEVATOR — OUTSIDE HOISTWAY</b>				5.7	Car Frame and platform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1	Car platform guard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.8	Car safeties and guiding members — including roped-hydraulic elevators installed under A17.1b-1989 and later editions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Hoistway doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.9	Buffers and emergency terminal speed limiting devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Vision panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.10	Compensating chains, ropes, and sheaves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Hoistway door locking devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>6</b>	<b>ELEVATOR — FIREFIGHTERS' SERVICE</b>			
4.5	Access to hoistway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.1	<input type="checkbox"/> A17.1b-1973 through A17.1b-1980	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6	Power closing of hoistway doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.2	<input type="checkbox"/> A17.1-1981 through A17.1b-1983	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7	Sequence operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.3	<input type="checkbox"/> A17.1-1984 through A17.1a-1988 and A17.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.8	Hoistway enclosure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.4	<input type="checkbox"/> A17.1b-1989 through A17.1d-2000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9	Elevator Parking devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
4.10	Emergency doors blind hoistway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
4.11	Separate counterweight hoistway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
4.12	Standby power selection switch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<b>5</b>	<b>ELEVATOR — PIT</b>								
5.1	Pit access, lighting, stop switch, and condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

**Comments:**

## Comments

[illegible]

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

Inspected by: \_\_\_\_\_

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

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

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

# Hydraulic Elevator - Bi-Annual Safety Test Inspection Form

Building Name: \_\_\_\_\_  
 Location/Address: \_\_\_\_\_  
 Owner: \_\_\_\_\_  
 Elevator Number: \_\_\_\_\_  
 Elevator Type (circle one): Passenger      Freight  
 Rated Load: \_\_\_\_\_ lbs.      Rated Speed: \_\_\_\_\_  
 Brand of Elevator Tested: \_\_\_\_\_  
 Model & Serial # (if Available): \_\_\_\_\_

Method used to determine pressure: \_\_\_\_\_  
 1006.2 - Working Pressure \_\_\_\_\_  
 1005.2a - Relief Pressure \_\_\_\_\_  
 1005.2b - Static Load Test (15 min): \_\_\_\_\_ Amount of Drift: \_\_\_\_\_

1002.2e - Test of Normal & Final Terminal Stopping Devices  
 305.2 - Test of Emergency Terminal Speed Limiting Device  
 1002.2f - Test of Elevators Under Fire & Emergency Conditions  
 1002.2g - Test of Emergency Power Operation:  
 1002.2h - Test of Power operation of Door System (Kinetic)  
 1002.2h - Test of Power operation of Door System (Force)  
 1005.2d - Test of flexible hose and Fitting Assemblies  
     a. 30 Second Pressure test of Flexible Assembly (if fail pressure drop: \_\_\_\_\_)  
     b. Date Flexible Assembly Due for Replacement: \_\_\_\_\_  
 1004a - Test of Anti-Creep Leveling Devices  
 1005.3c - Test of Pressure Switch (if required) If not Last date Performed: \_\_\_\_\_  
 1005.3a - Unexposed Portions of Pistons:

Pass	Fail	NA

Have all of the proper tags and marking plated been attached to the tested equipment:  
 Has all equipment that was tested been examined and placed back into full operation:  
 Have any of these tests revealed any unsafe conditions that would require the elevator to  
     be placed out of service before the repairs are made:  
     (if yes, put additional comments on second page)  
 Have any of these tests revealed issues that allow the elevator to be put back into  
     service, but will need to be addressed at some date in the future  
     (if yes, put additional comments on second page)

Yes	No

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EXAMPLE WORK ORDER & CALL TICKET



7325 Creighton Road  
Mechanicsville, VA 23111  
(804) 516-8721 / (804) 624-7327  
sales@riseelevator.com

CUSTOMER

Gloucester County Facilities  
7385 Justice Dr  
Gloucester Virginia 23061-6135  
(804) 693-6269

JOB DETAILS

Callback Elevator down

NOTES FOR TECHS

Phil Cortez  
804-384-2846

Description

Gloucester County Normal Hour Repair Rate  
Mechanics Hourly Rate (M-F) during normal business hours

CUSTOMER MESSAGE

PRE-WORK SIGNATURE

POST-WORK SIGNATURE

Signed By:

Signed By:

GLOUCESTER COUNTY

PRICING SCHEDULE

Work Order

DATE

07/24/2024

TIME

01:00 pm - 01:30 pm

DURATION

2h

TECH(S)

Chris Sizemore

JOB#

1048169283

PO#

PAYMENT

Direct Bill, Due Upon Receipt

SERVICE LOCATION

Gloucester County Facilities  
7478 Justice Dr  
Gloucester Virginia 23061-6127  
(804) 693-6269

Job# 1048169283 + tag

EditDepositsInvoiceEmailPrintDownloadMore

Details	Summary	Custom Flds	Pics	Docs	Eqpt
Customer	Gloucester County Facilities				
Parent Account	Gloucester County Central Purchasing Invoice sub-customer				
Service Agreements	PO 25000076 through 06/30/2025 (current)				
Primary Contact	Wes McIntyre (804) 693-6269 (Work) c.mcintyre@gloucesterva.info				
Service Location	Emergency Communication Center 7478 Justice Dr Gloucester, Virginia 23061-6127				
Job Description	Callback Elevator down				
PO #	Not Set				
Job Category	Not Set				
Job Source	Not Set				
Agent/Rep	Not Set				

Job Info	Scheduling	Payment	Add'l Info	Activity
Current Status Partially Completed set sub-status				
Start & End Dates 07/24/2024				
Arrival Time Window 01:00 pm to 01:30 pm				
Estimated Duration 2h				
Job Priority Normal				
Assigned Techs Chris Sizemore Partially Completed Update				
Notes For Techs Phil Cortez 804-384-2846				
Additional Site Visits ( 1 ) + Add Site Visit				
Visit 1 07/26/2024 11:30 am - 12:30 pm (+4h) Wendell Jones Dispatched Update Be sure to bring Blue Tool				
Completion Notes No Completion Notes				

Task List	Add Task	Insert From Presets
No Tasks		

Notes	Add Notes
07/24/2024 04:11 pm by Chris Sizemore Power surge reported Tuesday night, elevator down following. 7/24: Door operator found in local operation - learn run attempted, not verified - doors only nudge closed with call registered; responds to call once closed - blue tool needed	

Reminders	Add New	Insert From Presets
No Reminders		

Single Invoice	Progress Billing	No Charge
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Products & Services	Drive & Labor Times	Expenses	QuickBooks Class: No Class				
Description	Warehouse	Qty/Hrs	Rate	Total	Cost	Margin	Tax

### Radford University RFP #R24-009 Elevator Maintenance and Repair Services

As allowed in **Section 11.B – Award of Contract**, of the subject RFP, the University is conducting negotiations. We are requesting a response to the negotiation questions listed below.

#### **CONTRACTUAL TERMS, CONDITIONS AND TEMPLATES:**

1. **RADFORD UNIVERSITY:** Please provide a physical address for your warehouse, photographs of that location, and photographs of any available inventory at that location;

**VENDOR:** Our main parts facility/location is 7325 Creighton Road, Mechanicsville, VA. We stock a vast array of spare parts, equipment and major components here. We also utilize our mechanics residences in the Roanoke area to stock commonly used and replaced, minor parts and components (boards, brushes, buttons, relays, wiring, etc.) Pictures of the Mechanicsville location are attached in a separate document (RISE Warehouse Pics.pdf).

Aside from those locations, we have a dedicated parts runner that is available to run parts same day as needed, or in emergency situations.

2. **RADFORD UNIVERSITY:** Please provide a brief summary of the relevant experience of the mechanic or mechanics that you plan to dedicate to perform maintenance and repair services at Radford University, if not already provided;

**VENDOR:**

**Darrell Fuller (Adjuster & Primary Site Technician)**

- 15 years elevator field experience in modernization, service, and repair
- 13 years with Otis Elevator; 1 year with Kone Elevator; 1 year with RISE Elevator

**Chris Sizemore (Technician)**

- 8 years elevator field experience in modernization, service, and repair
- 6 years with Schindler Elevator; 1 year with Otis Elevator; 1 year with RISE Elevator

**Wendell Jones (Technician)**

- 11 years elevator field experience in modernization, service, and repair
- 7 years with Otis Elevator; 3 years with TK Elevator; 1 year with RISE Elevator

**Bud Sizemore (Apprentice/Helper)**

- 1<sup>st</sup> year IUEC apprentice

## Negotiation Points

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3. **RADFORD UNIVERSITY:** Are you in agreement the terms and conditions as published in the RFP solicitation shall govern the contract if a contract is awarded to your company?

**VENDOR: Yes, we agree that the terms & conditions published in the RFP solicitation shall govern the contract.**

4. **RADFORD UNIVERSITY:** If awarded a contract do you agree the standard two-party contract made available in the RFP document will be the only document used to award the contract? If your response is no, provide any additional forms or documents that you will require to be incorporated into the contract document.

**VENDOR: Yes, the standard two-party contract from the RFP will be the basis for award, and no additional forms or documents will be required.**

5. **RADFORD UNIVERSITY:** Do you agree that the initial contract is for a period of two (2) years or as negotiated?

**VENDOR: Yes, we agree the initial contract period is for 2 years (24 months) from the date of contract commencement.**

6. **RADFORD UNIVERSITY:** Upon completion of the initial contract period, does **Rise Elevator** agree that the contract may be renewed by Radford University upon written agreement by both parties for three (3) one-year renewals or as mutually negotiated, under the terms of the current contract?

**VENDOR: Yes, we agree that the contract may be renewed for three (3) one-year renewals upon written agreement by both parties**

7. **RADFORD UNIVERSITY:** Please state that you are in agreement that, if awarded the contract, all sections identified in your proposal as **proprietary and confidential** can be made public since Radford University is a state agency and our records are available for public review.

**VENDOR: Yes, we agree that all sections in our proposal, including proprietary and confidential sections, can be made public.**

8. **RADFORD UNIVERSITY:** Are you registered with and willing to participate in the eVA internet procurement solution described in the terms and conditions of the RFP?

**VENDOR: Yes, we are registered with eVA and will participate in the procurement process via eVA.**

9. **RADFORD UNIVERSITY:** Do you acknowledge, agree and understand that Radford University cannot guarantee a minimum amount of business if a contract is awarded to your company?

**VENDOR: Yes, we acknowledge, agree, and understand that Radford University cannot guarantee a minimum amount of business to RISE Elevator if the contract is awarded to us.**

10. **RADFORD UNIVERSITY:** Do you agree that you will be performing services as an Independent Contractor, Company, Corporation or other business entity and are not an employee of Radford University or any other Commonwealth Entity?

**VENDOR:** Yes, we agree that we will be performing services as an Independent Contractor.

### **FINANCIAL CONSIDERATIONS:**

1. **RADFORD UNIVERSITY:** Does **Rise Elevator** agree to provide monthly invoices with payment due thirty (30) days after receipt of invoices or goods/services, whichever is later?

**VENDOR:** Yes, we will provide monthly invoices due within thirty (30) days after receipt of invoices or goods/services, whichever is later.

2. **RADFORD UNIVERSITY:** If awarded a contract, are you willing to hold prices firm for the initial contract period and the first renewal year?

**VENDOR:** Yes, we will hold our pricing firm for the initial contract period and the first renewal year.

3. **RADFORD UNIVERSITY:** If awarded a contract, do you agree to limit price increases to no more than the increase in the Consumer Price Index - CPI, all items category for the latest twelve (12) months for which statistics are available at the time of renewal or 3.5 percent, whichever is less?

**VENDOR:** Yes, we will limit our price increases (after the initial contract period and first renewal year) to no more than the increase in the CPI or 3.5%, whichever is less.

4. **RADFORD UNIVERSITY:** Are the prices for all goods/services listed in your proposal inclusive of all applicable eVA system transaction fees?

**VENDOR:** Yes, our prices are inclusive of all applicable eVA fees.

5. **RADFORD UNIVERSITY:** Does the vendor agree that no import customs clearance fees, customs duties, taxes, or other costs or fees shall apply to this order?

**VENDOR:** Any import fees, customs duties, taxes, etc. on parts or other components required as part of regular preventive maintenance of the elevators shall not apply.

### **SCOPE IMPLEMENTATION:**

6. **RADFORD UNIVERSITY:** If awarded a contract, identify all employees that will be working with Radford University to achieve the requirements of the contract.



**VENDOR:**

**Darrell Fuller (Adjuster/Primary Site Technician)**  
**Chris Sizemore (Technician)**  
**Wendell Jones (Technician)**  
**Bud Sizemore (Apprentice/Helper)**  
**Bryce Emerson (Parts Specialist)**  
**James Lewis (Owner/President/Operations Manager)**  
**Mark Anderson (Account Manager/Project Manager)**  
**Emily Lewis (Financials/Billing/Accounts Receivables)**  
**Kris Parsley (Marketing/Accounts Receivables/Customer Service)**

7. **RADFORD UNIVERSITY:** If awarded the contract, please address specific implementation steps, inclusive of a timeline, and include what your expectations are of Radford University personnel.

**VENDOR:** If awarded the contract, we would schedule a kickoff meeting as soon as possible, and if possible, a week or so prior to contract commencement with University personnel, and the incumbent service provider if available. At this meeting we will discuss the service history and any trouble elevators that might require additional attention. We will also discuss expectations of checking in, access to buildings and elevators, callback procedures (non-emergency and emergency), as well as after-hours access. We would also discuss proper check-in procedures, get the necessary points of contact, and exchange contact information.

Upon contract commencement, we will be on-site 2-3 days per week during the 1<sup>st</sup> month to familiarize ourselves with the campus, the elevators, and perform preventive maintenance tasks on each piece of equipment. From there we will develop an approach to address any trouble elevators to limit – with the goal of eliminating – call backs.

9. **RADFORD UNIVERSITY:** Please list any expectations you have of Radford University should you be awarded the contract.

**VENDOR:** Our expectations from the University are, to the extent you can, to provide a complete set of drawings/prints for each elevator, a complete set of keys for each elevator, go over procedures on gaining access to each building/elevator/elevator machine room during regular hours and after-hours calls, and exchange contact information for relevant & key personnel.

10. **RADFORD UNIVERSITY:** If awarded a contract by September 30, 2024, would you be in a position to support all aspects of this contract?

**VENDOR:** Yes, we are ready to support all aspects of this contract immediately.

11. **RADFORD UNIVERSITY:** Are you willing to contact departments on a monthly basis to address service issues?

## Negotiation Points

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**VENDOR: Yes, our plan is to be in regular contact (at the very least monthly) with the designated University POCs to address all aspects of the elevators including any service issues.**

### END OF CONTRACT TRANSITION TERM(S):

1. **RADFORD UNIVERSITY:** End of Contract Service Transition Expectations: If or when a transition of service to another provider is required (end of contract life or otherwise), the university would require the incumbent firm to cooperate fully in a successful transition of services. Explain any requirements your firm might have in preparing for such a transition of services. Additionally, please indicate your willingness to establish a transition plan alongside the new provider of service which may include but not be limited to sharing important data and/or existing service information via a cooperative knowledge transfer process.

**VENDOR: As the incumbent, there would be no requirements on our end to prep an incoming service provider. We would be willing to support the University fully in helping to establish a proper transition plan and share important data and service information with the new provider.**

### Rise Elevator

Mark Anderson

Print Name

Sales Manager

Title

Signature

9/12/2024

Date