

City of Muncie

Request for Proposal

Proposal Requested For:

Updating elevator(s) at City Hall, 300 N. High Street, Muncie, Indiana, 47304.

Response Due:

Submittals shall be delivered to the Clerks Office at 300 N. High Street no later than 9am on May 4th, 2022. Submittal must be submitted in a sealed 10x13 envelope clearly labeled "Elevator RFP" with the Company Name and Address

Primary Contact(s):

Steve Selvey- Building Commissioner
sselevey@cityofmuncie.com
747-4862

Adam K. Leach P.E.- City Engineer
aleach@cityofmuncie.com
747-4853

General Information

1. Introduction

The City of Muncie is Soliciting Proposals for the repair and update of one (1) of our current lift systems with non-proprietary equipment to ensure continued reliability and ease of maintenance. An additional proposal may be provided for update of both (2) of the lift systems.

2. Definitions and Abbreviations

N/A

3. Scope of Work

Furnish, provide for, and install sufficient updates to the existing lift system as to render the equipment sufficiently reliable to continue annual maintenance and inspection with minimal disruption of service utilizing non-proprietary and readily available parts and systems that barring major market changes should remain available and in production for a reasonable period of time.

4. Mandatory Pre-Bid Meeting

A Mandatory Pre-bid meeting must be scheduled with the building commissioner to inspect the facilities to be updated. The lift system will be made available to each interested party to perform a condition assessment in advance of the preparation of their proposal.

5. Addenda

Any party that has requested a copy of this RFP shall be noted and provided with a copy of any addenda one week prior to the due date. Any questions after April 27th shall remain unanswered and no additional addenda shall be put forward after that date.

Proposal Information

1. Proposal Type and Content

The proposal shall list each item with an associated cost and reasoning for replacement which shall include all labor, equipment, and material necessary to furnish, provide for, and install such that the unit(s) may continue reliable operations and pass annual expectations

2. References

As part of the proposal 3 references are required. References should be of a professional nature whom have used the company for a similar service (Elevator installation, maintenance, and upgrade). References shall not exceed one (1) page

3. Qualifications

The proposal shall include the certifications of the individuals that are expected to perform the work. Qualifications shall not exceed two (2) pages

4. Company Information

The proposal shall include not less than one (1) and no more than four (4) sheet(s) indicating company history, past projects of similar scope with project cost, staffing, equipment and individual or group certifications, nearest location, and availability to perform the work

Evaluation Information

1. Evaluation Criteria and Scoring

Proposals shall be evaluated on a 100 point scale with the following weighting

Cost- 33 points – Lowest cost shall receive 33 points, highest shall receive no more than 10

Thoroughness- 33 points- To receive 33 points the proposal shall indicate the reasoning for replacement and adequate justification.

Company Qualifications- 34 Points – to receive 34 points a company should have at least 2 certified technicians, at least 5 projects of similar size and scope in their project list, and sufficient staff availability noted to perform the work prior to Dec 31st, 2022

2. Evaluators

The evaluation team shall consist of the City Building Commissioner, Steve Selvey and the City Engineer, Adam Leach P.E.

3. Selection

The proposals once received will be acknowledged at the Board of Public Works then reviewed and scored by the Building Commissioner and City Engineer. The selected firm will be acknowledged at subsequent public works meeting after which a mutually agreeable contract shall be negotiated and reviewed by the City legal team. If no agreement can be reached the next highest scoring shall be contacted, and so on till a contract is reached

Contract Information

1. Form of Contract

The form of contract for the selected bidder shall be of a form deemed acceptable by the legal representation of both the City and Company

2. Compliance Requirements

The selected Company shall comply with all relevant Federal, State, and Local laws, rules, and regulations