

**The Des Plaines Public Library, Des Plaines, Illinois desires proposals for
Three Year Elevator Comprehensive Maintenance Service Agreement, No. 08-2020**

INTENT

The intent of this RFP is for the Des Plaines Public Library (DPPL) to contract with a qualified elevator service company to maintain three (3) Schindler MPH II series hydraulic elevators and all related elevator equipment, all basic and major components, solid state devices, motors, PC boards, contactors, valves, guide shoes, and exposed piping in the machine rooms and hoistways located inside the Des Plaines Public Library.

All elevator related equipment will be maintained to the highest elevator industry standards as defined by the American Society of Mechanical Engineers (ASME) and all local and national standards by performing all related routine and preventive maintenance and maintain the condition, appearance, and performance of these elevators in keeping with their original and modernized design.

The purpose of this contract is to provide:

- Safe, consistent, and reliable operation of all elevators
- Maximum operational performance
- Minimal down time
- Maximum life cycle

The contract shall be a full and comprehensive maintenance service contract. An automatic renewal clause (commonly known as an “evergreen clause”) shall NOT be included in the final contract.

Contractor will provide and include in the proposal a quarterly cleaning schedule of all machine rooms, car tops, elevator pits and hoistways.

Contractor will provide and include in the proposal a monthly scheduled routine preventive maintenance program for all elevators, and related elevator equipment. This will include any needed replacement of indicator lights, lubricating, adjusting and repair or replacement of covered components.

Contract price will include all required and necessary annual testing and inspection of all elevators, such as pressure and relief testing, traction testing, full load and no load testing, etc. Contractor will provide proof of successful test completion upon request.

Contractor will also provide a **separate proposal** for installation, labor, and all materials to install three (3) soft starter units, one on each of the existing elevators. All details of the proposed soft start units and warranties will also be stated in this proposal.

All mandated Illinois Fire Marshall, local and national codes will be observed and followed.

Contractor will provide a 24/7 contact number for a direct employee or representative of the contractor, and provide a service technician to our site within one business day or less of contact.

The Des Plaines Public Library is open seven days a week, 72 hours a week. The Library is a four story, 82,000 square feet building built in 2000.

Library hours listed below.

9:00 AM to 9:00 PM Monday – Friday.

9:00 AM to 5:00 PM on Saturday.

1:00 PM to 5:00 PM on Sunday.

Service requested after 5:00 p.m. on Monday through Friday and anytime on weekends will be considered chargeable, and will be performed for a pre-determined rate listed in the service contract proposal.

After each service call or scheduled preventative maintenance visit, the Head of Building and Security Services may immediately access the status and detail of the work via the internet or email and review all work accomplished and any part(s) replaced.

RFP information is available at dppl.org/about/requests-for-proposals.

TERMS OF CONTRACT

The contract term will be for three (3) years and no automatic renewal clause (commonly known as an “evergreen clause”) will be accepted. The Library reserves the right to terminate the contract upon thirty (30) days written notice if in the judgment of the Library the contractor has breached any provision of the contract or failed to perform to the satisfaction of the Library.

INSTRUCTIONS TO CONTRACTORS

There will be a pre-proposal meeting and opportunity to inspect the elevator equipment at the Des Plaines Public Library in the second floor Conference Room on Tuesday, September 8 at 11 a.m.

You must address and deliver your proposal to the Administration area, second floor, Des Plaines Public Library, 1501 Ellinwood St, Des Plaines IL, 60016 **on or before Tuesday, September 15, 2020 at 11 a.m.** No proposal will be accepted after this time and any proposal received after the time and due date for closing will be discarded.

PROPOSAL REQUIREMENTS

Proposals must be in a sealed container (i.e., envelope, box) and include:

- Name of Contractor
- Title of Proposal **Des Plaines Public Library, Elevator Service Contract 08-2020**
- Pricing per year of a three (3) agreement and the total cost.
- A separate proposal for the total cost for installation, labor, and all materials to install three (3) soft starter units, one on each of the existing elevators. All details of the proposed soft start units and warranties will also be stated in this proposal.
- Proof of company insurance.
- Three (3) recent references from facilities of similar size and similar elevator equipment.
- Hourly service rate for service provided after 5:00 p.m. on Monday through Friday and any time on weekends.

No telephone, electronic or facsimile proposals will be considered.

OPENING PROPOSALS

Proposals will be publicly opened and read on Tuesday, September 15, 2020, at 11 a.m. Contractors, their authorized agents and interested parties are invited to be present.

VENDOR REQUIREMENTS

- Vendor must pay its employees the applicable prevailing wage rate for Cook County Illinois, in accord with the requirements of the ILLINOIS PREVAILING WAGE ACT, 820 ILCS 130; and also be compliant with
- The PUBLIC WORKS EMPLOYMENT DISCRIMINATION ACT, 775 ILCS 10/0.01; and

- The ILLINOIS HUMAN RIGHTS ACT, 775 ILCS 5/1-101; and
- The EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS ACT, 30 ILCS 570; and
- ARTICLE 33E. PUBLIC CONTRACTS, 720 ILCS 5/33E-1, 5/33E-3, 5/33E-4, 5/33E-7, 5/33E-8 – Interference with Public Contracting – Proposal Rigging and Rotating-Kickbacks-Bribery; and
- DIVISION 42.1 PUBLIC CONTRACTS 65 ILCS 5/11-42.1-1 Delinquent Taxpayers; and
- ACT 570 EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS ACT 30 ILCS 570.