



City of West Hollywood
California 1984

REQUEST FOR PROPOSALS

FOR

ELEVATOR MAINTENANCE, INSPECTION AND

REPAIR SERVICES

IN THE CITY OF WEST HOLLYWOOD

The City of West Hollywood as AGENCY, invites proposals for Elevator Maintenance, Inspection and Repair Service to be received only by submitting electronically at <http://www.weho.org/city-hall/city-departments/public-works/public-works-proposals>

The Procurement Schedule is as Follows:

- January 15, 2015 Request for Proposal released
- January 21, 2015 Mandatory Pre-Proposal Conference and Site Walk – 8:00 a.m.
8300 Santa Monica Boulevard (City Hall)
- January 23, 2015 Deadline for Requests for Clarification – 1:00 p.m.
- January 27, 2015 Deadline for Proposal Submission – 10:00 a.m.

The work to be done consists of furnishing all materials, equipment, tools, labor, and incidentals as required by the Specifications and Contract Documents for the above stated work. The work shall consist of the elevator maintenance, repair, possible modernization and inspection services for the City owned equipment located at the sites specified in the full set of proposal documents. The City currently has 8 conveyances in service.

Copies of the specifications and proposal documents are available at no cost from the City of West Hollywood website <http://www.weho.org/city-hall/city-departments/public-works/public-works-proposals>

Minimum Qualifications

Contractor must be a responsible firm that has been in continuous existence and has provided continuous services for the relevant requirements contained herein for at least five (5) years. Less than the minimum required experience will eliminate that proposer from further consideration.

Contractor shall be a California State Certified Qualified Conveyance Company (CQCC) at the time of award and throughout the full term of the agreement, if awarded.

Each mechanic performing elevator maintenance services shall hold a Certified Competent Conveyance Mechanic (CCCM) license at the time of award and throughout the full term of the agreement, if awarded.

Contractor shall hold a valid C-11 (Elevator Contractor) license, issued by the California State Contractors License Board at the time the PROPOSAL is submitted and throughout the full term of this the agreement, if awarded.

Evaluation Criteria

- Qualifications of Firm
- Qualifications of Personnel
- Approach and Understanding of the Scope of Work
- Cost of Services

Required Bonds:

- 10% Proposal Bond to be submitted with proposal.
- Payment and Performance Bonds Required to be submitted after award.

Please Refer to Other Proposal Documents: The scope of work and proposal submission process is described in more detail in the Proposal Documents. In particular, Proposers are strongly encouraged to review the Instructions to Proposers for more complete information regarding the submission of proposals.

Owner's Rights: The City of West Hollywood reserves the right to reject any and all proposals or to waive any irregularities or informalities in any proposals should it deem this necessary for the public good, and also the proposal of any Proposer who has been delinquent or unfaithful in any former contract with the City of West Hollywood and to take all proposals under advisement for a period of ninety (90) days. No proposer may withdraw its proposal for a period of ninety (90) days after the date from the opening thereof. The award of contract, if made, will be in accordance with the evaluation criteria provided in the specifications.

Point of contact for this project is Helen Collins at 323-848-6895 or via email at hcollins@weho.org.

BY ORDER OF the City of West Hollywood.
Yvonne Quarker, City Clerk