



2023-007 Addendum 1

KONE Inc.

Supplier Response

Event Information

Number: 2023-007 Addendum 1
Title: ELEVATOR PREVENTATIVE MAINTENANCE AND REPAIR
Type: Request for Proposal
Issue Date: 10/4/2023
Deadline: 10/25/2023 10:00 AM (CT)
Notes:

ADDENDUM ONE:

A **mandatory** preproposal conference was held on October 10, 2023 at 9:00 a.m. Those in attendance are as follows: Jeannie Reeves, MEI; Joe VanZant, Kone; Zach Owen, Kone; Dustin French, TKE; Richard Teague, Christian County Maintenance; Kim Hopkins-Will and Ellen Neville-Verdugo, Christian County Purchasing. Only these three vendors can participate in this proposal process.

The online proposal was viewed and discussed. Afterwards a site visit was conducted by Richard Teague for all three buildings.

ADD TO YOUR PROPOSAL:

Please add the following to your proposal:

1. **Response time:** As discussed in the preproposal conference, response time can be critical for a number of reasons. Please provide your response time in hour increments: **THIS HAS BEEN ADDED TO THE ATTRIBUTES TAB #7 AND #8 .**

1. Normal response time:
2. Critical response time (i.e. someone is stuck in an elevator)

The County expects 24/7 service if there is an emergency.

2. **References** you have worked with in the past **three years** with a similar scope/size project. Provide the **three** references:

- Company name/contact name/address/phone/email **THIS HAS BEEN ADDED TO THE ATTRIBUTES TAB #9, #10 AND #11.**

EVALUATION AND SELECTION PROCESS

The proposal evaluation and selection process will be conducted under this Request for Proposal (RFP) based on competitive negotiated procurement procedures. Interviews, discussions, negotiations, and a Best and Final offer (BAF)) may be held only with selected firms from those firms who meet Christian County's requirements and fall within the competitive ranges as determined by Christian County. Christian County reserves the right to award a contract to a firm solely on the basis of this initial proposal submitted and without any further interview, discussions and negotiation. Each Proposers must comply with the requirements contained in the RFP.

Christian County will evaluate each proposal to determine which is the lowest and best (i.e., Best Value).

If Christian County determines that a proposal has failed to meet an acceptable level on any factor listed in this RFP, the County may reject that proposal.

EVALUATION CRITERIA

In evaluating the proposals, Christian County will use the following evaluation factors to determine the lowest and best proposal. Deviation from the requirements will be evaluated, but may, in the discretion of the Purchasing Agent, result in rejection of a proposal.

70% Total Cost

30% Adherence to RFP requirements, including but not limited to, Firm Qualifications, Declaration Page, Exceptions to our T&C'S and references.

Note: A poor/negative reference may result in disqualification. Bidders should consider these factors when preparing their proposals and should provide a specific response to each of the evaluation factors.

Based on the evaluation process described, the Evaluation Committee comprised of Christian County employees, will review the proposals.

NOTE: Declaration Page must be signed, dated with the appropriate information requested and **Uploaded in the RESPONSE ATTACHMENT tab**. Failure to do so will result in rejection of your bid.

END OF ADDENDUM ONE

Christian County invites qualified vendors to submit responses in accordance with the requirements stated herein for Elevator Preventative Maintenance and Repair for all onsite elevators.

Questions should be submitted online through the Christian County Electronic Bidding portal by **10:00 am on October 18, 2023**.

Christian County requires online bid submittals as it helps to expedite the bidding process and to alleviate errors.

No faxed or emailed submittals will be accepted.

A pre-proposal conference will be held at:

9:00 a.m. (CST) on Thursday, October 12, 2023.

Christian County Employee Services
Purchasing Department
202 W. Elm Street
Ozark, Missouri 65721

Elevator Business hours will be from 7:00 a.m. - 4:00 p.m.

A site tour of each proposed building will be made available after the pre-proposal conference. Vendors are required to attend the pre-proposal conference, and there will be a site visit immediately following. This site visit will familiarize prospective bidders with the building and all the environmental conditions that may affect the work involved.

SCOPE OF WORK

There are three elevator locations under this contract. Below are the locations, addresses, quantities of elevators per location and chair list if applicable:

Historic Courthouse: 110 W. Church Street, Ozark, MO - Quantity of 1

Justice Center Building - 110 W. Elm Street, Ozark, MO - Quantity of 3
- (Chair - Quantity of 1)

Circuit Court Building-102 W. Walnut Street, Ozark, MO - Quantity of 3
- (Chair - Quantity of 1)

Please provide annual pricing for each elevator under the Line items tab.

If you offer quarterly pricing, please ensure that is included in your attached agreement.

Note: Because Christian County has Courtrooms, it may be necessary to work around when court is in session. 7:00 a.m. works better because court is typically in session at 8:30 a.m.

We anticipate this agreement to be on a regularly scheduled basis. The service visits will be performed during normal business working days and hours.

We anticipate the following services to include, but not limited to:

- Examining the elevators equipment for optimum operation.
 - ◊ This is to include lubrication and adjustment will cover the following component's:
 - Control and landing positioning systems.
 - Signal fixtures.
 - Machines, drives, motors, governors, sheaves, and wire ropes.
 - Power units, pumps, valves, and jacks.
 - Car and hoistway door operating devices and door protection equipment.
 - Loadweighers, car frames and platforms, and counterweights
 - Safety mechanisms
 - ◊ Lubricate equipment for smooth and efficient performance
 - ◊ Adjust elevator parts and components to maximize performance and safe operation.

We anticipate the awarded vendor to provide full coverage parts repair and/or replacement for all components worn due to normal wear.

Note: Due to the sensitive nature of this procurement. All employees of the awarded vendor that will come onsite **must** pass a background check conducted by the county. An insurance certificate must also be

required before the awarded vendor begins work.

**YOU MUST REGISTER AS A SUPPLIER IN ORDER TO SUBMIT
YOUR PROPOSAL!**

This is a nonexclusive award.

See attached State of Missouri Insurance Requirements (due upon award)

See attached E-Verify Affidavit/MOU Requirements (for contracts over \$5,000) due upon award

Christian County is a first-class county without a charter form of government. The governing body of Christian County is the County Commission. The Commission consists of a Presiding Commissioner, a Western Commissioner, and an Eastern Commissioner. Its county seat is in Ozark, Missouri. The County was organized in 1959 and continues to be one of the fastest-growing counties in the state. Cities in Christian County include Billings, Clever, Fremont Hills, Highlandville, Nixa, Ozark, Sparta and Village of Saddlebrooke.

Contact Information

Contact: Kim Hopkins-Will, Purchasing Agent

Address: Purchasing Department

Employee Services

202 West Elm Street

Ozark, MO 65721

Phone: (417) 582-4309

Email: purchasing@christiancountymo.gov

KONE Inc. Information

Address: One KONE Court
Moline, IL 61265
Phone: (417) 862-1174

By submitting your response, you certify that you are authorized to represent and bind your company.

Joe VanZant

Signature

Submitted at 10/25/2023 08:52:11 AM (CT)

joe.vanzant@kone.com

Email

Requested Attachments

FIRM QUALIFICATIONS

KONE Firm Qualifications
2023.pdf

Upload your firm qualifications letter here, on company letterhead, containing the specified elements outlined in Attribute #6

DECLARATION PAGE MUST BE UPLOADED HERE

Declaration Page signed.pdf

If you do not upload the signed declaration page your bid will be rejected as nonresponsive.

SERVICE AGREEMENT

Christian County Maintenance
Proposal 102523.pdf

Please attach your Service Agreement. It should be detailed as to the who/what/when/where/how for the following: Inspections per year. Preventative maintenance and what that consists of. When there is a repair, not covered under the maintenance, what will that entail.

E-VERIFY AFFIDAVIT OF COMPLIANCE AND MOU FORM

No response

E-Verify Affidavit and MOU is not required until an award is made.

INSURANCE ACORD FORM

No response

This is not required until after an award is made.

Bid Attributes

1 Christian County Bidder Requirements Terms and Conditions

Please download and thoroughly review the Christian County Bidder Requirements Terms and Conditions and acknowledge your acceptance below.

I have read and accept.

2 Christian County Bidder Requirements Terms and Conditions Exceptions

If responder indicated, above, there are exceptions to the Christian County Bidder Requirements Terms and Conditions, please provide details below. If no exceptions, please enter N/A.

N/A

3 No Deviations or Exceptions

I certify that there are NO deviations or exceptions from the attached specific terms, conditions, and specifications.

Yes

4 Deviations and Exceptions

If your company intends to deviate from the Specifications listed in the attached documents, all such deviations and exceptions must be listed here, with complete and detailed conditions and information included. The County will consider any deviations or exceptions in its bid award decisions. The County reserves the right to accept or reject any proposals based upon any deviations indicated below. If none, please enter N/A (Not Applicable).

N/A

5 Communications Statement

Contact between vendors and Christian County personnel during the proposal process or evaluation process is prohibited. Any attempt by vendors during the proposal process to contact Christian County personnel may result in disqualification. All communication shall go through the Purchasing Office during this competitive process. All questions received and the corresponding answers will be distributed to all bidders. No verbal responses will be provided. The deadline for questions about this proposal is stated in the Bid Activities and the County will not respond to questions after this time and date. Response to questions will be posted in the form of an addendum to this proposal. The vendors will be responsible for checking the website for any posted addenda.

6 Firm Qualifications

Bidder to provide complete details as to how their firm is qualified to perform the work identified within this RFP. Details should include, but not necessarily be limited to:

- Applicable job/contract history including references (complete with owner contact information) from jobs/contracts similar in scope to this this RFP.
- Provide the project manager name, contact information and provide a copy of his resume.
- Details, experience and/or resumes for employees that will work on this contract (include training programs, certifications, etc. as applicable to this RFP.
- Provide any certifications you may have for the industry standards.
- General company information (years in business, name changes, etc.)
- Information on applicable prior projects completed for Christian County Commission.
- Equipment and material storage requirements.
- Provide timeline for completion of project(s).
- Provide a detailed transition plan, if applicable.

Responder will attach a document, on vendor's letter, via the Response Attachment tab, specifying the details noted above.

☒ I have read, understand and accept.

7 RESPONSE TIME - NORMAL

Response time: As discussed in the preproposal conference, response time can be for a number of reasons. Please provide your response time in hour increments:

- Normal response time:

Regular Time Service Requests Response Time: 2 hours Overtime Service Requests Response Time: 4 hours

8 RESPONSE TIME - CRITICAL

Response time: As discussed in the preproposal conference, response time can be critical for a number of reasons. Please provide your response time in hour increments:

- Critical response time (i.e. someone is stuck in an elevator)

The County expects 24/7 service if there is an emergency.

Regular Time Entrapments/Emergency Response Time: .75 hour (45 mins) Overtime Entrapments/Emergency Response Time: 1 hour

9 REFERENCE #1

References 1

Please provide three references of companies you have done business with in the past five years with a similar scope and size project.

Name of Company:
Representative Name
Representative Email
Representative Phone

Greene County, Missouri - Providing elevator maintenance and repair services for over 15 years Franz Williams - Director of Building Operations fwilliams@greenecountymo.gov 417-868-4033

10 REFERENCE #2

References 2

Please provide three references of companies you have done business with in the past five years with a similar scope and size project.

Name of Company:
Representative Name
Representative Email
Representative Phone

Missouri State University - Providing elevator maintenance and repair services for over 20 years Mike Polm - Facilities Manager MPolm@MissouriState.edu 417-836-8767

1
1**REFERENCE #3****References 3**

Please provide three references of companies you have done business with in the past five years with a similar scope and size project.

Name of Company:

Representative Name

Representative Email

Representative Phone

Webster County, Missouri - Providing elevator maintenance and repair services for 7 years Stan Whitehurst -
County Clerk clerk@webstercountymo.gov 417-859-8683

1
2**SERVICE CENTER LOCATIONS**

PROVIDE THE ADDRESS OF YOUR SERVICE CENTER LOCATIONS CLOSEST TO OZARK, MISSOURI, 65721.

KONE Springfield 211 S. Union Ave., Suite D Springfield, MO 65802

1
3**Attachments Required**

Be sure to upload all required documents and forms to the "Response Attachments" tab of this bid event.

1
4**Anti-Collusion Statement**

I affirm that I am duly authorized to execute this contract; that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

☒ Yes

1
5**RENEWALS:**

This contract shall be valid for a period of one (1) year beginning January 1, 2024 through December 31, 2024.. Christian County will have the sole option to extend the agreement period in one-year increments, or any portion thereof, for a total cumulative period of four (4) additional years. If exercised, the option shall be executed at the same prices as quoted herein subject to a maximum percentage of increase, if any, quoted by the bidder above for each applicable option period. All percentages of increased stated shall be computed against the previous year's agreement prices.

1
6**Renewal #1 (Year 2)**

January 1, 2025 – December 31, 2025 Max Increase Not to Exceed: _____%.

3.5%

1
7**2nd Renewal (Year 3)**

January 1, 2026 – December 31, 2026 Max Increase Not to Exceed: _____%.

3.5%

1 8	Renewal #3 (Year 4) January 1, 2027 – December 31, 2027 Max Increase Not to Exceed: _____%. 3.5%
1 9	Renewal #4 (Year 5) January 1, 2028 – December 31, 2028 Max Increase Not to Exceed: _____%. 3.5%
2 0	Cooperative Procurement: The vendor should indicate by checking “yes” or “No” in the indicated space below if the vendor will honor the submitted prices and terms for purchase by other entities that participate in cooperative purchasing with Christian County, Missouri. Note: Indicating no will not affect the evaluation of your bid. Yes _____ No _____ No

Bid Lines

1	Historic Courthouse: 110 W. Church Street, Ozark, MO Please provide the annual price for the service. Note: Please note in your Service Agreement if there are options to pay quarterly. Quantity: <u> 1 </u> UOM: <u> EA </u> Price: \$2,220.00 Total: \$2,220.00
2	Justice Center Building - 110 W. Elm Street, Ozark, MO - Quantity of 3 - (Chair - Quantity of 1) Please provide the annual price for the service. Note: Please note in your Service Agreement if there are options to pay quarterly. Quantity: <u> 1 </u> UOM: <u> EA </u> Price: \$7,800.00 Total: \$7,800.00
3	Circuit Court Building-102 W. Walnut Street, Ozark, MO - Quantity of 3 - (Chair - Quantity of 1) Please provide the annual price for the service. Note: Please note in your Service Agreement if there are options to pay quarterly. Quantity: <u> 1 </u> UOM: <u> EA </u> Price: \$7,800.00 Total: \$7,800.00

4

Normal business hours to be 7:00 a.m. - 4:00 p.m.

* Hourly Service Rate (business hours)

(Include in your hourly rate the service call time and travel to site)

Note: Because Christian County has Courtrooms, it may be necessary to work around when court is in session. 7:00 a.m. works better because court is typically in session at 8:30 a.m.

*This pricing is out of the ordinary and not included in normal service agreement.

The awarded bidder and the Maintenance Supervisor will agree on a mutually acceptable time for projects to benefit both the county and the vendor.

Quantity: 1 UOM: EA Hourly Rate: Total:

5

* Hourly Service Rate (after business hours)

(Include service call time and travel to site)

*This pricing is out of the ordinary and not included in normal service agreement.

The awarded bidder and the Maintenance Supervisor will agree on a mutually acceptable time for projects to benefit both the county and the vendor.

Quantity: 1 UOM: EA Hourly Rate: Total:

6

Hourly Service rate (emergencies)

Include service call time and travel to site.

*This pricing is out of the ordinary and not included in normal service agreement.t

The awarded bidder and the Maintenance Supervisor will agree on a mutually acceptable time for projects to benefit both the county and the vendor.

Quantity: 1 UOM: EA Hourly Rate: Total:

Supplier Notes:

Response Total: \$18,710.00