



## ELEVATOR-ESCALATOR MAINTENANCE AND REPAIR SERVICES

### REQUEST FOR PROPOSALS (“RFP”)

ISSUE DATE: August 22, 2018

DUE DATE: **2:00 P.M.** on **September 18, 2018** (“Submission Deadline”)

INSTRUCTIONS: Please submit five (5) paper copies and one (1) electronic copy of the Request for Proposals (“RFP”) on a flash drive. Submittals must be delivered in a sealed envelope in person, via mail or courier. Please write “**Elevator-Escalator RFP**” clearly on the outside of the sealed envelope. Submittals received by email, fax, or after the Submission Deadline will be rejected.

SUBMIT TO: Houston First Corporation, Attn: Mitch Miskowski, 701 Avenida de las Americas, Suite 200, Houston, TX 77010.

CONTACT INFO: Any questions concerning this RFP must be submitted by e-mail to [bids@houstonfirst.com](mailto:bids@houstonfirst.com) no later than **11:00 a.m.** on **September 7, 2018**. Questions will be answered collectively in the form of a Letter of Clarification and made available at [www.houstonfirst.com/do-business](http://www.houstonfirst.com/do-business).

**PROJECT OVERVIEW.** Houston First Corporation (“HFC”) requests responsive proposals (“Proposals”) from experienced and highly-qualified providers of elevator-escalator maintenance and repair services at HFC facilities.

Proposers must furnish all materials, labor, supervision, tools, supplies, and other goods and services necessary to provide comprehensive preventative maintenance and prompt repairs of every description, including inspections, adjustments, tests and replacement of parts as specified for all equipment covered under this RFP.

HFC is a local government corporation created by the City of Houston to facilitate economic growth through the promotion of the greater Houston area and the business of conventions, meetings, tourism, and the arts. HFC manages and operates more than 10 city-owned facilities, including the George R. Brown Convention Center, Wortham Theater Center, Jones Hall for the Performing Arts, Miller Outdoor Theatre, Theater District Parking Garages, Partnership Tower, Avenida North Parking Garage and Avenida Central Parking Garage.

**PROPOSAL FORMAT.** Although HFC prefers substance over form, to be considered responsive, Proposers are asked to review the following criteria/information requests and respond, in order, to the best of their ability:

- a. **Transmittal Letter:** Write a letter communicating effectively why your company should be selected. The letter must be signed by a person authorized to make representations on behalf of the Proposer and include a direct phone number and email address. Proposers

must make a specific, unambiguous statement accepting and agreeing to comply, if selected, with the "Elevator-Escalator Maintenance and Repair Services Agreement".

- b. **Experience:** Describe the Proposer's history in meeting the needs of its clients. Provide three current references for elevator-escalator maintenance and repair services at comparable facilities, such as airports, shopping malls, office buildings, convention centers, and theater facilities (include a contact name, phone number, and email address for the manager for each such reference).
- c. **Personnel:** Identify the essential personnel who will be assigned to do work on this project, such as the responsible corporate executive and the Lead Mechanic and a summary of their qualifications.
- d. **Operational Strategy:** Describe the Proposer's approach to the Scope of Services, including Proposer's methods and abilities related to emergency repairs, parts inventory/manufacturer support, and strategic maintenance services. Note any value-added services.
- e. **Pricing:** Please submit Proposer's pricing for services using the form available online at [www.houstonfirst.com/do-business](http://www.houstonfirst.com/do-business).
- f. **Diversity Efforts:** Proposers should indicate how they intend to make good faith efforts to utilize diversity companies and identify any probable MWBE and HUB subcontractors or consultants.

All information provided by Proposers should be organized, clear and concise. Proposers are asked to avoid excessive graphics, title pages, or other extraneous information in their proposal other than requested by HFC.

**EVALUATION.** HFC will review and rank every proposal received in response to this RFP based on the following weighted criteria: Transmittal Letter, including expressed acceptance of the Elevator-Escalator Maintenance and Repair Services Agreement (15 points); Experience, including references (25 points); Personnel (15 points); Operational Strategy (15 points); Cost (20 points) and; Diversity Commitment (10 points).

HFC reserves the right to interview the top-ranked Proposers, not to exceed three, prior to making a selection. If interviews are scheduled, then up to 20 additional points may be added to the existing proposal scores of the top-ranked proposers, for a maximum possible total of 120 points, based on their responsiveness and interview.

HFC intends to award the contract to the Proposer offering the best value to HFC, as measured by HFC utilizing the foregoing evaluation criteria, including the right to award the contract by criteria other than the lowest price proposed. HFC reserves the right to select or reject all or part of any proposal, waive minor technicalities, and select proposals in the manner and to the extent that they serve the best interests of HFC. This RFP does not commit HFC to award a contract, issue a purchase order, or to pay any costs incurred in the preparation of a proposal in response to this RFP. HFC reserves the right to request proposal clarifications/additional information from some or all Proposers.

**PRE-PROPOSAL MEETING.** A pre-proposal meeting will be held for the benefit of all prospective Proposers at **11:00 a.m.** on **September 5, 2018** in **Meeting Room 350 DEF** at the George R. Brown Convention Center, located at 1001 Avenida de las Americas, Houston, Texas 77010.

Although attendance at the pre-proposal meeting is not mandatory, all prospective Proposers are urged to attend.

**LETTERS OF CLARIFICATION.** Any revisions to be incorporated into this RFP, will be confirmed in a written letter to all Proposers (“Letter of Clarification”) prior to the Submission Deadline. When issued by HFC, Letters of Clarification automatically become part of this RFP and shall supersede any previous specifications or provisions in conflict therewith. By submitting a proposal, Proposers shall be deemed to have received all Letters of Clarification and to have incorporated them into their RFP. Verbal responses will not otherwise alter the specifications, terms and conditions as stated herein. It is the responsibility of each Proposer to monitor [www.houstonfirst.com/do-business](http://www.houstonfirst.com/do-business) to ensure they receive any such Letters of Clarification.

**FORM OF AGREEMENT.** By submitting a response to this RFP, Proposer agrees, upon notice of selection, to enter into the “Elevator-Escalator Maintenance and Repair Services Agreement” available online at [www.houstonfirst.com/do-business](http://www.houstonfirst.com/do-business). Proposers may identify any objections within or immediately following the transmittal letter; provided, however, proposals including material exceptions are deemed non-responsive and will be rejected without consideration. Pre-printed forms or standard terms submitted by a Proposer shall be disregarded and may result in a Proposal being deemed, in HFC’s discretion, as non-responsive.

**DIVERSITY PARTICIPATION.** The Proposer selected will be required to use good-faith efforts to award subcontracts to diversity participants certified by any of the identified certification agencies as defined in the HFC Diversity Program (see [www.houstonfirst.com/do-business](http://www.houstonfirst.com/do-business)). The specific goal for this RFP is **5%** of the total value of the Agreement. Proposers should note if they are certified as a diversity participant in their submittal; however, such certification shall not lessen or otherwise alter the requirement to use good faith efforts to award subcontracts to diversity participants.

**VENDOR CODE OF CONDUCT.** Proposers who do business or seek to do business with HFC are expected to interact with HFC with high ethics and integrity. To promote ethical conduct by its existing and potential contractors, HFC has adopted a Code of Conduct for Vendors, available online at [www.houstonfirst.com/do-business](http://www.houstonfirst.com/do-business). HFC requires that all Proposers be familiar with and abide by the Code of Conduct for Vendors.

**RESTRICTIONS ON COMMUNICATIONS.** From the Issue Date until the Submission Deadline, Proposers are directed not to communicate with any HFC employee, officer or director regarding any matter relating to this RFP, other than through [bids@houstonfirst.com](mailto:bids@houstonfirst.com). HFC reserves the right to reject any RFP due to violation of this provision.

**CONFLICT OF INTEREST.** Proposers are advised that they have an obligation to disclose any affiliation or business relationship that might cause a conflict of interest with HFC. Those who need the disclosure form may find it online at <http://www.ethics.state.tx.us/forms/CIQ.pdf>. By submitting a proposal, Proposers represent that they are in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

**PUBLIC INFORMATION.** As HFC is subject to the Texas Public Information Act (“TPIA”), all information submitted by Proposers is subject to release under the provisions of the TPIA set forth in Chapter 552 of the Texas Government Code. Each page where confidential or proprietary information appears must be labeled as such clearly and unambiguously. Proposers will be advised of any request for public information that implicates their materials and will have the opportunity to raise objections to disclosure with the Texas Attorney General at their cost and expense.

**RFP PACKETS.** A complete copy of this RFP, including exhibits, necessary forms and other relevant information is available on-line at [www.houstonfirst.com/do-business](http://www.houstonfirst.com/do-business). The RFP provides the information necessary to prepare and submit proposals for consideration and ranking by HFC.

**WITHDRAWAL OF PROPOSALS; ERRORS.** RFP's may be withdrawn due to errors or for any other reason by a written request received by [bids@houstonfirst.com](mailto:bids@houstonfirst.com) prior to the Submission Deadline.